CHARLEVOIX
MAIN STREET DDA

AGENDA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Monday, February 24, 2020- 5:30 PM
Council Chambers, City Hall

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1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion.There will be no separate discussion of these items. If discussion of an itemis required,it will be removed from the Consent Agenda and considered separately.

A. Minutes
B. Committee Minutes
C. Monthly Report

6. Reports

A. Meet Ryan Deery, Executive Director of Charlevoix Public Library
Ryan Deery
B. Director's Report
Lindsey Dotson, Executive Director

7. New Business

A. Facade Grant Application - BLOOM
Lindsey Dotson, Executive Director
B. Presentation/Proposal for 109/111 Bridge Park Drive Space
Jon O'Connor & Kyle VanStrien, Co-Founders & Co-Owners of Long Road Distillers
C. Cynthia Woods Mitchell & Johanna Favrot Fund Grant Application
Lindsey Dotson, Executive Director
D. Draft Design Guidelines
Lindsey Dotson, Executive Director

8. Request for Future Agenda Items

9. Old Business

A. Facade Grant Reimbursement - 221 Bridge Street
Lindsey Dotson, Executive Director

10. Board Comments

A. Closed Session pursuant to MCL 15.268 (e)

11. Public Comment

12. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX MAIN STREET MISSION

The mission of the Charlevoix Main Street program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.

DDA/Main Street Board

210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Consent Agenda

TITLE: Minutes

DATE: February 24, 2020

ATTACHMENTS:

- Regular Meeting - January 27, 2020
- Special Meetings Minutes - February 10, 2020

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Monday, January 27, 2020 at 5:30 p.m.
210 State Street, City Hall, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens
Members Present:	Sam Bingham, Sean Bradley, Richard Christner, Kirby Dipert, Paul Silva, Rick Wertz, Amanda Wilkin
Non-Voting Member:	Liam Dreyer
Members Absent:	Luther Kurtz
City Staff:	Lindsey Dotson, Executive Director

4. Inquiry Into Potential Conflicts of Interest

Member Bingham stated that he had a conflict for the Round Lake Group Closed Session item. Member Wilkin stated that she had a conflict for Item 8.A., MOU between the City, Charlevoix, Visit Charlevoix, and the Main Street DDA.

5. Consent Agenda

A. Minutes
B. Committee Minutes
C. MEDC Community Requirements and Expectations Agreement
D. Monthly Report
E. 2020 Schedule of Meetings

Member Christner stated that there was a mix-up in the minutes between Member Bingham and himself related to Item 5.A.

Motion by Member Dipert, second by Member Wertz to approve the Consent Agenda items as amended. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report.

Chair Owens questioned who the actual host for the Michigan Downtown Association was and Director Dotson responded, "just Charlevoix in general". Chair Owens questioned the Entrepreneurial Echo System Service and stated that they had said that the DDA did not get anything this year, but they didn't get anything they asked for last year when the DDA had asked to work on an Investor Profile; Director Dotson stated that she would bring the issue to them.

Director Dotson advised that she would email the MEDC Community webinar flyer to the DDA members.

B. The Vault Co-Working Space Update

Director Dotson provided a financial update for The Vault, and it was projected to be in a deficit of $2,292.17. She felt that the deficit would be made up with drop-in visits during the summer. After questions, Director Dotson agreed that the $6,000 cost for the staff member was not reflected in the deficit, so the projected deficit was $8,292.17.
Chair Owens asked for additional information in future financial updates.

C. Annual Impact Report

Director Dotson stated that she included a copy of what the DDA now receives from *Michigan Economic Development Corporation (MEDC)* for their Annual Report. All of the data was provided by Charlevoix Main Street and the Report was organized and designed by MEDC. Director Dotson summarized the findings and usage of the Annual Impact Report and referenced the data under *"2019 Pulse of Downtown"* which should have reflected a percentage rather than a number.

D. DDA Financials

Director Dotson referenced the Financial Report as of January 31, 2020. She stated that one of the façade grants that was awarded a couple of years ago has not been paid and the issue would be brought before the Design Committee for a recommendation.

E. Housing and Remote Workers Feasibility Analysis

Director Dotson stated the Economic Vitality Committee reviewed the Report and commented that a lot of the housing study included in the Analysis was from a study that has been updated and so she had asked the National Main Street Center to update the Analysis.

7. Old Business

A. Draft 2020-2021 DDA Budget

Director Dotson stated the packet included a revised draft budget reflecting some of the changes requested during the DDA Work Session on January 7th along with a few other adjustments.

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Member Christner questioned the additional $10,000 that was added to the restroom cleaning contract. Director Dotson stated that the City solicited bids for restroom cleaning and no one responded, so the Public Works Superintendent sought out a company and the annual cost was $24,000, up from $14,800. Discussion followed regarding the specifics of the cleaning contract and the frequencies of cleaning the restrooms during special events.

Member Christner questioned the revenue projected for The Vault and the Main Street contributions. Director Dotson stated that the outstanding contributions were approximately $3,000. Discussion followed regarding line items within the proposed budget including marketing initiatives, and the excess $10,000 projected of expenses over revenues. Discussion also followed regarding the cooperative ad campaign which included an update to the proposed budget to reinstate a $10,000 line item for sponsorships under the impression that the DDA would have an application-based approach with a May deadline. Member Wilkin stated that the ad campaign directly led people to downtown Charlevoix, so this ad campaign was benefiting both the DDA and the businesses. Member Christner questioned if part of the value they were adding is the packaging could they leverage that and explain to the merchants that they should be ok at a 75% share.

Chair Owen stated that it sounded like there was interest in putting funds back in for that particular campaign and that the DDA should come up with a number and let the Director negotiate whatever she can get for that package. Chair Owen stated the $10,000 shortfall in the budget is due to the additional cost for janitorial services for the restrooms. Member Bingham questioned if they needed to look at other areas like sponsorships or re-doing the way sponsorships are administered.

Member Dipert suggested charging their Director with investigating some other cost options for the janitorial services and in the meantime pass the budget as presented, as the budget could be amended if needed.

Member Wertz questioned if the DDA was only allocating $10,000 for all the events that they have during the year and Chair Owen stated that amount also included Venetian. He stated that they have done away with the façade grants and Chair Owen referenced other line items that had been decreased. Chair Owen noted that four DDA members indicated that the budget should be passed as presented, and four indicated that the budget should be amended to add more money for marketing. Chair Owen stated she would be in favor of adding more money. Member Bingham stated that he recognized the importance of having a balanced budget and having equal expenditures and revenue, but he worried that in the pursuit of getting a balanced budget they were losing the function of Mainstreet and the DDA.

Motion by Member Bingham, second by Member Wertz to approve the budget as presented. Motion failed.
Yeas: Bingham, Christner
Nays: Bradley, Dipert, Silva, Wertz, Wilkin, Owens
Absent: Kurtz

Motion by Member Wilkin to reduce the cooperative ad campaign from $10,000 to $5,000 for the next budget and either ask the businesses to pitch in a little bit more or reduce the ad buy. Chair Owen restated the motion to add $5,000 back into the current budget for the cooperative ad campaign and Member Wilkin agreed, Member Dipert seconded the motion. Motion carried.
Yeas: Bingham, Bradley, Christner, Dipert, Silva, Wertz, Wilkin, Owens
Nays: None
Absent: Kurtz

There was no public comment on the topic.

8. New Business

A. MOU Between City, Chamber, Visit Charlevoix, and Main Street DDA

Member Wilkin recused herself. Amanda Wilkin, Visit Charlevoix Director, stated that Visit Charlevoix recently went through a strategic planning process and it was determined that they should create a Memo of Understanding (MOU) with partnering organizations. She stated that the MOU included economic development, economic growth and quality of place, and a bi-annual meeting with representatives from each Board. Chair Owen questioned adopting the common logo by March 31st.

Sarah Hagen, Charlevoix Chamber of Commerce, stated that she thought January was to decide whether they were approving the MOU and then figuring out the logo but there was some confusion on adopting the logo. She agreed that they would have to wait for the logo before moving forward with the rest of it. She stated that the Chamber Board had discussed the MOU at their January meeting and there was some concern with adopting it in full. The MOU and logo would be discussed further at their February 7th meeting. Director Dotson suggested that the Board could table this item. Ms. Wilkin stated that the goal was for everyone to use a unified brand and that the action step for signing the MOU should go into April or May. She stated that her Board will want to approve the MOU as it is. Ms. Hagen stated that the Chamber was in favor of overall branding alignment and making that cohesive, it just came down to how the actual logo was going to look.

Motion by Member Dipert, second by Member Christner to approve the MOU. Motion by unanimous voice vote with Member Wilkin abstaining from the vote.

B. Schedule Work Session

Motion by Member Bradley, second by Member Christner to set a work session to discuss plan for how excess funds may be used for Monday, February 10th at 8:00 a.m. Motion passed by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Chair Owen stated that pursuant to MCL 15.268(d & e), after a 5-minute break, the Board will go into closed session for the discussion of the lease renewal with Lake Charlevoix Brewing Company and request from City Attorney Scott Howard.

12. Adjourn

Motion by Member Bradley, second by Member Christner to adjourn the regular meeting at 6:32 p.m. Motion passed by unanimous voice vote.

_____ _____

Joyce Golding/fgm Maureen Owens Chair

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CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET SPECIAL MEETING
Monday, February 10, 2020 at 8:00 a.m.
210 State Street, Charlevoix, Michigan

The meeting was called to order at 8:02 a.m. by Chair Owens.

1. Call to Order

2. Roll Call

Chair:	Maureen Owens
Members Present:	Richard Christner, Sam Bingham, Liam Dryer (non-voting), Rick Wertz, Sean Bradley
Members Absent:	Paul Silva, Amanda Wilkin, Luther Kurtz, Kirby Dipert,
City Staff:	Lindsey Dotson, Executive Director
Others Present:	None

3. Reports

a. Bridge Park Building Update

No discussion took place about this topic.

4. New Business

a. Discussion: Potential Projects

Discussion took place about how to best use cash balance for a large project in the near future. Chair Owens went around the table to ask each member what their ideas were.

Member Wertz asked if we could look into selling the Bridge Park Building. Chair Owens mentioned the pump station and suggested possibly splitting the building into condominium units in order to keep control of that section of the property plus the park above. Vice-Chair Christner shared that a commercial appraisal will cost approximately $2,500 and that a Real Estate Attorney would have to be hired. Member Bingham suggested the DDA consult with the City Attorney to find out next steps and possibilities.

Members Wertz, Bingham, and Bradley all mentioned the implementation of the Sustainable Built Environment Initiative Study.

Member Dryer suggested holding a food truck rally event.

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Vice Chair Christner suggested the DDA take on a project that will set us up for the TIF Plan Update that will take place in 2026. Christner also mentioned housing as it has been identified as a priority that would incorporate deed restrictions for work force housing.

Chair Owens wrapped up the conversation suggesting that now is the time to form a steering committee for a downtown housing development that would also incorporate implementation of the SBEI study findings to start the planning work necessary to prepare for the next TIF Plan amendment.

Motion by Bradley, second by Wertz to have Director Dotson contact the City Attorney to find out what options we have and then work on getting an appraisal on the Bridge Park Building. Motion passes unanimously.

b. Contract with Lamar for Billboards

Director Dotson presented a contract with Lamar for another year of billboards running in the Traverse City area as a part of the cooperative ad campaign with businesses totaling $10,010.

Motion by Owens, second by Christner to authorize Director Dotson to sign the contract with Lamar in the amount of $10,010. Motion passes unanimously.

5. Adjourn.

Meeting adjourned at 8:33 a.m.

_____ _____

Lindsey J. Dotson Executive Director Maureen Owens Chair

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DDA/Main Street Board

210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Consent Agenda

TITLE: Committee Minutes

DATE: February 24, 2020

ATTACHMENTS:

- Design Committee - February 6th
- Org/Promo Committee - February 20th

CHARLEVOIX
MAIN STREET DDA

Charlevoix Main Street Design Committee
Thursday, February 6, 2020
4:00 PM – City Hall Council Chambers
Minutes

Attendees: L. Dotson, D. Fate, L. Keinath, D. Miles, E. Selph, P. Weston

Absent: G. DeMeyere, J. Duerr, M. Owens

I. **Approval of Minutes** - The Minutes from the January 2, 2020, meeting were approved as written.

II. **Outstanding Business**

a. Report from the DDA meeting - Lindsey reported that the façade grant funding has been eliminated for the next budget year. D. Fate emphasized the importance of the Design Guidelines being used to ensure proper restoration and preservation in Charlevoix. There are opportunities to obtain grant funding now that Charlevoix is being approved for CLG (Certified Local Government) status. Michigan has a good chance of being selected for national Main Street Façade Improvement Grant funding, and Charlevoix is one of 5 communities nominated within Michigan to receive $46,000. Three will be selected. Grantees would provide a 30% match.

b. 2020 Work Plans / Projects:

   i. Street Tree Lighting - funding will be budgeted to cover on-going maintenance of the lights.

c. Main Street Guidelines:

   i. The new draft, which is tailored to Charlevoix, was reviewed and final edits suggested. A Forum for interested local professionals will be held following the committee meeting in March. Lindsey is recommending, and the group agreed, that the Guidelines should become part of an ordinance for renovation projects in the DDA. City Planner J. Scheel has experience with this and supports inclusion with their processes.

d. Façade Grant program: The BLOOM Floral Design application for a grant in the amount of $7,700 for window restoration was reviewed and evaluated. The scope of the project is to restore, repair or replace all of the windows on the upper level of the entire building (40 in total) for a total project cost of $40,000. Proper restoration process are to be followed by the selected contractor, Adair Restoration LLC & Danforth Preservation Consulting LLC. The project scored 35 total points, and is recommended for approval.

e. Walkability Survey / Accessibility Focus Group: Lindsey reported on a focus group held at the Senior Center on 2/5/20. It is proposed that seniors, among others, participate in the walkability study to assess downtown from a walkability and an accessibility standpoint. Walkability is also a stated City goal now, and things that can be done to achieve improvements need to be identified.

III. New Business

a. Certified Local Government (CLG) status: There has been a delay in approval because the packet had to be re-signed due to the reassignment of SHPO to MEDC.

b. CMU Design Assistance: CMU is offering architectural students to assist with design services on a project by project basis at no cost.

c. Fred DiMartino has not yet applied for reimbursement for his façade grant from 2018 due to extenuating circumstances stemming from the fire at the property. He is past the required deadline. The committee suggested that he be given until the end of March to submit documentation sufficient to receive reimbursement.

IV. Call for Future Agenda/Research Items - J. Duerr submitted several items he would like the committee to consider. The group decided to discuss them in more detail when John returns.

V. **Adjournment** - the meeting was adjourned at 5:15 PM.

VI. **Next meeting:** Thursday, March 5, 4:00 PM at City Hall

CHARLEVOIX
MAIN STREET DDA

Promotions/Organization Committee
Thursday, February 20, 2020
8:00 a.m.; The Vault

Members Present: Lindsey Dotson, Sarah Hagen, Caitlin Cole, Dan Barron, Leanne Ackert, Larry Levengood, Richard Christner, Nancy Suzor

Meeting Minutes

8:00am I. Call to Order: 8:07am

8:01am II. Approval of Minutes: January 19, 2020: Leanne/Larry

8:03am III. Ongoing Business:

A. Events & Projects – Updates, Needs

1. Cooperative Ad Campaign (Lindsey)
   Campaign will live on for 2020/2021!
   New business buy-in will be $800, excludes community shopper ads but those weren't found to be beneficial. All billboards will be in Traverse City.
2. Summer Concert Series (Sarah/Lindsey)
   All concerts sponsored this year, lowering the concert-sponsor price worked as planned – get more involvement from businesses, new participation. Now on to advertising.
3. Supported Events
   New process for Main Street sponsor support, applications required and due in May. Lindsey still creating application. This will help Main Street fund events strategically and with a plan.

   Side discussion on Shadowfest: beer tent was most successful year yet; suggested better signage as many people do not know it is happening or that there is a tent if they're just driving or walking through town. Maybe look at putting the tent on a street, close Mason St like art festivals or the start of Clinton St by Harwood Gold.

B. Organization

1. Newsletter
    i. January Statistics (Richard)
    52% open (high!), 13% click through most to annual report then business spotlight.
    ii. February Deadline (Richard)
    Passed… still waiting on volunteer spotlight, sponsor spotlight. Leanne needs to hand over volunteer spotlight, no longer has the time to handle.
    iii. March Deadline (Richard)
    March 15th

8:35am IV. New Business

A. Maestro Training

Lindsey reminded us all that Maestro is still a thing and needs to be used! Work plans are being inputted, assign tasks and get email notifications to keep everyone on track.

Lindsey walked group through sample work plan and assigning tasks, for Restaurant Week 2020.

8:50am V. Volunteer Hours: 81

8:55am VI. Good of the Order: Caitlin reminded group that March meeting should be moved to a week later due to Business Expo, Jessica reminded her that we usually all say that at the March meeting then always forget. Meeting will be moved to March 26th.

9:00am VII. Adjournment 9:00am

Next meeting: March 26, 2020

DDA/Main Street Board

210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Consent Agenda

TITLE: Monthly Report

DATE: February 24, 2020

ATTACHMENTS:

- January monthly report to MEDC

Michigan Main Street Monthly Report

Report only those items occuring in your specific Main Street project area for this month

Metrics Number	M-0000114739	Status	Submitted
Account	City of Charlevoix	Name	Jada Tillison-Love
Reporting Period Start	1/1/2020	Reporting Period End	1/31/2020
Submitter's Name	Lindsey Dotson	Due Date	2/10/2020

Activity & Use / Employment

New Business Opened in MSA

Business Name	Address	Type of Business	FTE Jobs Added	Part-time Jobs Added

Businesses Closed in MSA

Business Name	Address	Type of Business	FTE Jobs Lost	Part-time Jobs Lost
Morning Dew Cafe	113 Antrim Street	Eating & Drinking	1.0	1.0
Rocking Horse Toy Company	220 Bridge Street	Retail Occupied	1.0	2.0
Lake Charlevoix Brewing Company	111 Bridge Park Drive	Eating & Drinking	1.0	

Business that Moved out of MSA

Business Name	Address	Type of Business	FTE Jobs Lost	Part-time Jobs Lost

Existing Businesses that Expanded in MSA

Business Name	Address	Type of Business	Type of Expansion	FTE Jobs Added	Part-time Jobs Added

Existing Businesses that Contracted in MSA

Business Name	Address	Type of Business	Type of Contracted	FTE Jobs Lost	Part-time Jobs Lost

Housing

New & Rehab Housing in MSA

Type	# of Units	Address	Rent or Purchase Amount	Monthly Rent or Purchase Price

Investment

Facade & Exterior Renovation in MSA: (exterior work only - painting, facade cleaning, signs, windows and awnings)

Business Name	Address	Project Description	Private Investment	Public Investment	Source of Public Fund

Public Improvements in MSA: (Streets, sidewalks,lights and fixtures, landscaping and public amenities)

Business Name	Address	Project Description	Private Investment	Public Investment	Source of Public Fund

Building Rehabilitation in MSA: (interior rehab - building systems (HVAC), roof etc)

Business Name	Address	Private Investment	Public Investment	Source of Public Fund

New Construction in MSA

Business Name	Address	Private Investment	Public Investment	Source of Public Fund

Buildings Sold in MSA

Address	Amount of Sale

Main Street Data

Volunteer

Total Board Volunteer Hours	Total Volunteer Cost	Total Project (Non Event) Volunteer Hours
24.00	$0.00	93.00

Training Sessions Attended

Event Title	Who Attended	Date	Topic

Fundraising/Membership Last Month

Type	Amount
Private	500.00

Downtown Events & Activities - All Committees

Event	Type	# of Attendees	# of Volunteer Hours	Event Expenses Incurred by Main Street	Main Street Event Revenue

Other new/Comments

Board Member Changes: Position Names Leaving and Names Arriving

Position	Name Leaving	Email	Name Arriving	Email

Other News or Commentary

Program & Outlook We are geared up with a mostly balanced budget heading into the new fiscal year - facade grant was eliminated along with one Restaurant Week event (Fall restaurant week will continue). Some money was set aside to keep the cooperative ad campaign alive. We had a special meeting this morning to discuss possible large projects to take on that will help prep us for our TIF Plan amendment in 2026.

Suggestions for State and National Staff As always, thanks for the support!

Upload Attachments

Attach a copy of meeting minutes from last month's board meeting and copies of meeting minutes from committe meeting

Name	Date Uploaded
Agenda_2020_1_27_Meeting(236) (1).pdf	2/10/2020 3:09 PM

DDA/Main Street Board

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Reports

TITLE: Meet Ryan Deery, Executive Director of Charlevoix Public Library

DATE: February 24, 2020

PRESENTED BY: Ryan Deery

BACKGROUND:

For background information, please refer to the article written about Ryan in the newspaper here: https://www.petoskeynews.com/blue/black/charlevoix-public-library-names-new-director/article_27d13530-0b1e-5c5e-9d47-3fd987eecb4b.html?fbclid=IwAR3cmO8fLf7MNmdXjGmmeYILttdt5ISJLmdE-NGdfmwrxtTBktXj74Yk7Dw

DDA/Main Street Board

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Reports

TITLE: Director's Report

DATE: February 24, 2020

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Media Mentions
https://www.petoskeynews.com/charlevoix/black/charlevoix-main-street-dda-approves-budget/article_738d8ba1-6563-5b08-b043-ba9c6bee0724.html

https://www.petoskeynews.com/charlevoix/black/working-together-streamlining-the-charlevoix-message/article_8d83dfe0-971b-52ff-b3e4-6383c4c3aaa6.html

https://www.petoskeynews.com/charlevoix/black/space-opens-up-in-downtown-charlevoix/article_9b8933e1-f1b7-50d7-b75e-ab98f2ecde74.html

Director Schedule
I have the upcoming planned days out of the office:
Monday, March 2nd - 4th - vacation day
Thursday, March 11th & 12th - Speaking Engagement in Lansing
March 23 - 24th - Quarterly Training in Milan
Tuesday, April 21st - speaking engagement in Thompsonville
May 14 - 15 - Tour accompanist for MHPN Conference in Kalamazoo
May 18 - 22 - National Main Street Conference in Dallas, TX
August 3 - 7 - vacation

2020 Director Speaking Engagements
March 12th - "Best Practices for Communicating a Downtown's Message to the Public" - Panel Discussion at Michigan Downtown Association Spring Workshop in Lansing, MI
April 21st - "Re-imagining Charlevoix's Alleys: Adaptive Reuse, Youth Engagement, & Placemaking" - 2020 Small Town & Rural Development Conference at Crystal Mountain
May 18-20th - "Engaging Youth Engages Your Entire Community" - National Main Street Now Conference - Dallas, TX

Cooperative Ad Campaign Update
The new cooperative package is below. For $800 it will include:
• Professional photography ($85 value)
• Billboard ad in Traverse City region for 30 days ($834 value)
• 2 boosted social media posts via Downtown Charlevoix pages ($75 value)
• 2 push notifications on the Life in Charlevoix mobile app
• A write up/feature in Main Street DDA email newsletter and website/blog (will be submitted to the PNR/Courier & Northern Express as well)

• Northern Express 1/8 color ad ($221 value)

Michigan Downtown Association Summer Workshop - June 5, 2020
I'm excited to announce that Charlevoix will be hosting a Summer Workshop with the Michigan Downtown Association! Members of their board were here to tour possible locations for the different activities that take place. On June 4th their board meeting will be held at The Vault. Later that night there will be a cocktail reception/mixer at Hotel Earl. On Friday the workshop will take place at the library in the Community Room. Average workshop attendance is approximately 100 people. More information about the MDA can be found here: www.michigandowntowns.com

Match on Main Update
Hotel Earl was not awarded the grant funds.

Inaugural BRIDGE Charlevoix Conference - April 30th 8-1pm @ Charlevoix Public Library
Our annual spring training hosted in partnership with the library, Chamber, & CVB, has transitioned into a half-day conference with multiple sessions so that businesses can pick and choose topics that are pertinent to their current needs. Many or all of the speakers are free. Registration will start at $25 early bird and then go up to $30. Attendees will get a light breakfast and the day will end with a working lunch. Promotional Materials and online registration info will be provided soon! Topics include:

- Market analysis/marketing
- Staff retention
- Unconscious bias
- Cyber Security
- Social Media

Michigan Main Street Center 2020 Service Plan
Email from Laura Krizov:

"This email will serve as your Community's Service Plan for the 2020 Calendar Year. This year, MMS Staff have determined services based on our new services, current service offerings and our interactions with your community during previous technical assistance visits, the Annual Board Check-In and conversations with Executive Directors.

This year your community will be receiving the following Technical Assistance Service(s):

UPDATE: Dan Leonard of MEDC has agreed to work with us to help create a local investors group targeting the lack of housing in the downtown.

The Training Schedule for this year will be:

- March 23 – 24 – MMS Workshop – Milan, MI
- May 18 – 20 - Main Street Now Conference — Dallas, TX
- October 12 – 13 – MMS Executive Director Retreat – Location TBD
- MEDC Community Development Webinar Series – Flyer Attached

Mach on Main timeline:

- May 4-17 application submission

In addition, we will also be developing three new tools, including:

- Fund Development Toolkit

- Business Development Toolkit
- Trello Board to assess progress towards meeting the new Accreditation Standards by 2021

New - SBDC Office Hours at The Vault

Business Experts Helping You Succeed

Access small business consulting, training and market research at no-cost through the Michigan SBDC. https://sbdcmichigan.org/request-for-business-counseling/

Now available once per month for the convenience of Charlevoix businesses at The Vault. Walk-Ins welcome but all are encouraged to request counselling through the website before attending to ensure you have a chance to speak with business counselor Samantha McDonald.

Samantha (Reis) McDonald is a Business Consultant with the Michigan Small Business Development Center (SBDC), covering the Northwest Region. She provides one-on-one counseling and guidance to local businesses and start-ups. Prior to joining the SBDC in 2017 she had 3 years of experience as a business consultant for Deloitte Consulting in Washington D.C., and 2 years running her own consulting practice geared towards helping small businesses utilize software and data to more effectively reach their goals. Samantha has a Bachelor's degree in Economics from the University of Richmond. She is originally from Nantucket, Massachusetts and currently lives in Traverse City, Michigan.

DDA/Main Street Board

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New Business

TITLE: Facade Grant Application - BLOOM

DATE: February 24, 2020

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

An application has been submitted and reviewed by the members of the Design Committee from BLOOM/Jenifer Haf to assist in a large window restoration project that will be completed in phases. The amount requested is the rest of our fund for this fiscal year, $7,700.

The Design Committee scored the application and recommends that the Main Street DDA Board Approve the grant award.

RECOMMENDATION:

Motion to approve a Facade Grant to Jenifer Haf in the amount of $7,700 to be paid upon receipt of proof of payment when the first phase of the project is complete.

ATTACHMENTS:

- Application Materials
- Photo - Current Condition

CHARLEVOIX
MAIN STREET DDA

Charlevoix Main Street Façade Incentive Grant Program Application

Applicant's Name Jennifer Haf

Phone # 231-675-9017

Business Name BLOOM floral design LLC

Property Owner's Name Luther and Mary Kurtz (Celebrate Me Home LLC)

Project Name Window Restoration

Address 100 Van Pelt Place, Charlevoix MI 49720

Parcel # 052-265-008-00

Mailing Address (Applicant) 704 Bridge Street, Charlevoix MI 49720

Were Main Street Design Services used? Please check: ☐ Yes ☑ No

If yes, please attach report with recommendation.

The work to be performed in connection with the Charlevoix Main Street DDA Façade Incentive Grant Program, for which the Applicant will be reimbursed, is outlined below:

Summary of project and work for which grant is requested (attach separately if more space is needed):

Quotes for proposed window replacement/restoration project attached. We are hoping to maintain the historical integrity and preservation of some of the only orginal wood windows downtown.

Improvements planned (check all that apply):

- ☐ Exterior brick or wall surface cleaning
- ☐ Pointing of brick/Mortar joint repair
- ☐ Patching and painting of façade walls
- ☑ Window and/or door replacement/repair
- ☐ Cornice repair and/or replacement
- ☐ Other (please specify)_____

CHARLEVOIX
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Charlevoix Main Street Façade Incentive Grant Program Application

Façade(s) impacted (check all that apply)

☑ Front ☑ Rear ☑ Side ☑ Corner lot

Total Cost of Improvement $40,000

Total Project Cost (if different) $40,000

Incentive Amount Requested $7700

The following information must be submitted with your application:

1. Project Improvement Plans drawn to scale, if applicable
2. Samples of paint colors to be used in façade improvements
3. Photograph(s) of existing condition of property
4. Historic photo of building(s), which can be found in the archives of the Charlevoix Historical Society
5. Proposed project budget and detailed cost estimates (minimum of two) for work, clearly indicating costs for improvements applicable to incentive grant application
6. Written permission by property owner, if tenant
7. Proof of payment of taxes (available at Charlevoix City Hall)
8. $250 application fee (check payable to Charlevoix Main Street DDA)
9. Proof of project funding (letter from bank or statement)

The Applicant certifies and agrees to the terms and conditions set forth below:

1. The Applicant is the owner or tenant of a property in the Charlevoix Main Street Façade Incentive Grant Program Target Area as outlined in the Charlevoix Main Street Façade Incentive Grant Program Guidelines Exhibit "A", hereinafter referred to as "Program Guidelines".
2. The Applicant is in good standing with the City of Charlevoix in terms of payment of taxes and utilities.
3. The Applicant agrees to be bound by the rules as outlined in the Façade Grant Incentive Program Guidelines and should consult the Secretary of Interiors Standards for Rehabilitation (see Exhibit C) when making decisions regarding the aesthetic quality of the façade design.
4. All improvements to be undertaken will be consistent with all applicable zoning and building codes. Further, if review is necessary by the Charlevoix Planning Commission in accordance with the Charlevoix Zoning Ordinance, the review will

be conducted before the work on the façade begins. Applicant must pay all relevant fees.

5. Only the work that is outlined on the application will be eligible for reimbursement.
6. The project must be completed within one year of approval of the application. There are no extensions of grant funds. The project is not eligible for reimbursement if the work is not completed during the approved time period.
7. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by City staff and the grant inspector to be in compliance with the approved design. The work must also adhere to any required inspections (e.g. Charlevoix County) before funds are disbursed for reimbursement. The Applicant must submit copies of invoices, receipts and an itemized statement of the total cost of the project, signed by the applicant. All documentation for payment must be provided at one time to Charlevoix Main Street for one payout, and the receipts must be provided no later than fifteen (15) months after the application has been approved. Payment will be made to the applicant by Charlevoix Main Street within 4-6 weeks. Charlevoix Main Street will only make checks payable to the Applicant. The amount of the reimbursement must adhere to the Program Guidelines. The specific amount is outlined in the application.
8. The Applicant understands that he/she is responsible for the construction management for the entire project.
9. The grant money awarded will be in keeping with the Façade Grant Incentive Program Guidelines and shall not exceed the amount as outlined in the application.
10. It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and in compliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances and other applicable regulations.
11. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless Charlevoix Main Street DDA and/or its agent and employees, from all claims, damages, lawsuits, costs, and expenses, for any property damage,

CHARLEVOIX
MAIN STREET DDA

Charlevoix Main Street Façade Incentive Grant Program Application

personal injury or other loss relating in any way to the Charlevoix Main Street Façade Incentive Grant Program.

12. The Applicant understands that he/she is responsible for the maintenance of the façade improvements described here for a period of ten years from the project completion.

Applicant's Signature_____ Date 01·26·2020

Property Owner's Signature_____ Date 12720

Complete and return to:

Charlevoix Main Street DDA
210 State Street
Charlevoix, MI 49720
(231) 547-3257
lindseyd@charlevoixmi.gov

Subject: window project
Date: Friday, January 24, 2020 at 10:34:18 PM Eastern Standard Time
From: luther kurtz Gmail
To: Charlevoix Main Street DDA, BLOOM Jennifer Haf

HI Lindsey,

Please let this email serve as notice of permission for Jennifer Haf to upgrade the windows in the upstairs of 100 Van Pelt Place, and to apply for and receive a grant for the same. Please let me know if you need anything else.

Have an enjoyable weekend.

Best,

-Luther

ADAIR RESTORATION LLC. & DANFORTH PRESERVATION CONSULTING LLC.

PROPOSAL FOR SERVICES

Robin Adair and William Danforth are dedicated to retaining, through comprehensive restoration and preservation techniques, historic wood windows which are commonly understood to be the single most character defining feature of a structure. Robin and William work to dispel the common myth that a new window is a better window. Through a proven energy saving retrofit and traditional craftsmanship, each man brings a wealth of experience to your project.

OVERVIEW

Adair Restoration LLC. & Danforth Preservation Consulting LLC. is pleased to submit this estimate marked **A.)** for comprehensive restoration of ten window openings and the corresponding 20 individual sash units and ten custom built exterior storm window frames with interchangeable screen and glass components. The estimate provided does not include the rental, if determined necessary, of a mechanical scissor lift or mechanical telescoping lift. On previous projects in the Charlevoix region, rental of similar machines has been arranged at a reasonable daily or weekly rate. In addition, please review the estimate marked **B.)** for the fabrication of five custom built replicated window units in keeping with the form and function of the window systems observed on the subject structure. 5 custom built exterior storm window frames with interchangeable screen and glass components will be constructed for each of the 5 custom built windows. The estimate provided for the 5 custom built windows does not include installation as this will require cutting openings in the existing wall surfaces.
As is the case in other skilled trades, quality is found in the details. The materials and equipment used in the restoration of your windows have been tested and proven superior over like products available. In an effort to provide you with a choice of restorative services and Based on the conversation William and Jennifer had in the fall of 2019 the estimate of services below are reflective of the prospective services required.

ESTIMATE OF SERVICES

A.

- Removal and inventory of all 20 individual window sash units.
- Based upon the 1899 construction date of the structure it is believed that the existing paint is any combination of: milk, lead and oil-based paint. Complete removal of paint down to bare wood on each window sash.
- Complete removal of all paint on the window jambs.
- Removal and replacement of all window sills and window sash components determined to have passed the preferred course of restoration. Treatment of window sills and sash components that do not require replacement will be restored through a two-part consolidation and stabilization technique.
- Removal and inventory of all sash weights.
- Removal, inventory and restoration of all window sash and jam hardware.
- Removal, inspection, cleaning and inventory of all glass. Glass that is broken, heavily scratched or clouded, a common condition found in buildings of a similar vintage, will be replaced. Replacement of glass and the corresponding price per sq. foot will be an additional cost and discussed with the property owner.
- Complete removal of window glazing compound and replacement using Sacro Type M.
- Pre-treatment of bare wood surfaces with a 50:50 Turpentine/Linseed solution.

- Energy efficient retrofit to window sashes for improvement of thermal escape.
- Application of oil-based primer to all window sashes and window jams.
- Application of two oil-based coats of paint to all window sashes and window jams.
- Fabrication of 10 custom built exterior storm window systems with interchangeable screens.

Total Cost: 10 double hung windows..... $14,000.00
Total Cost: 10 custom built exterior storm/screen units..... $3,500.00
Total Cost: Estimated material cost not including glass..... $2,000.00
A Total: $19,500.00

B.

Total Cost: 5 custom built double hung windows..... $7000.00

Total Cost: 5 custom built exterior storm/screen units..... $1750.00
Total Cost: Materials per window opening..... $1000.00

B. Total: $9750.00

OUR PROPOSAL

At the onset of our project together we request a 30% down payment. A 40% payment requested halfway through the project and the remaining 30% after reinstallation. All projects are different; size, scope and location are merely three variables generally taken into account. Working together in developing a mutually agreed upon schedule is paramount to the overall success of your project. How you, as the property owner, wish to proceed is your decision but we can offer suggestions that may be of assistance. Maybe you would prefer to proceed with this project in stages? Perhaps you may prefer addressing the 6 second floor window openings at the east elevation (alley) first or ***Stage 1***. Once these have been completely restored, ***Stage 2*** the remaining 4 windows at the north and northeast elevation. ***Stage 3*** could be completion and delivery of the 5 custom built window units proposed along the rear portion of the building at the south and east elevations. Again, this is your decision to make and will have no effect on the time or cost of the proposed work.
We take pride in not simply performing our work, we seek to educate our clients on the services we will be performing, and of their structure as well. Following completion of your project a concise and complementary biography of your building will be provided as a gift of our appreciation for your business. If you have any questions related to our services, would like references and images from projects we have completed, we will be more than happy to furnish you with these.

Regards,

Robin Adair & William Danforth

PEARSALL Construction Inc.

14949 W. Garfield

Charlevoix, MI 49720

Proposal

PHONE (231) 237-0969

FAX (231) 237-9573

WORK ORDER SUBMITTED FOR:	PHONE	DATE
Window replacement	(231) 675-9016	1/20/20
STREET: 100 Van Pelt	JOB NAME: Van Pelt window replacement	
CITY, STATE, ZIP: Charlevoix MI	JOB LOCATION: 100 Van Pelt	

Work order summary: Remove and replace existing 40 windows. $40,000.00

Materials needed:

New insulated aluminum clad windows.

Tools/set-up equipment needed for site:

Actual start date:

Authorized Signature:

Completion date and by whom:

Name: _____ **Date:** _____

Name: _____

4front
credit union

01/22/2020

To whom it may concern,

Member Jennifer Haf has sufficient funds up to $7,700.00 as of January 22, 2020 to Support the Charlevoix Main Street Façade Grant application.

Sincerely,

Keshia B

Lead Contact Center Specialist

FORWARD FOCUSED

DDA/Main Street Board

210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

New Business

TITLE: Presentation/Proposal for 109/111 Bridge Park Drive Space

DATE: February 24, 2020

PRESENTED BY: Jon O'Connor & Kyle VanStrien, Co-Founders & Co-Owners of Long Road Distillers

BACKGROUND:

To the Members of the DDA / Main Street Board:

On behalf of the entire Long Road Distillers Team, we are pleased to submit to you our formal proposal to occupy the space at 109 and 111 Bridge Park Drive in Downtown Charlevoix for the purposes of establishing a Distillery Tasting Room, Retail Shop and Cocktail Bar. Northern Michigan, and Charlevoix in particular, hold a special place in the heart of our business and we eagerly anticipate the opportunity to join your community.

Founded in 2015, Long Road Distillers is an award-winning craft distillery producing a full line-up of Michigan-made spirits. As our name implies, we're committed to taking the long road in all aspects of our business, and utilize Michigan-grown ingredients in our spirits whenever possible, without taking shortcuts. For the past four years, our team has traveled via ferry to Beaver Island to hand-pick 100% of the juniper used in the making of our all-Michigan-ingredient gin, MICHIGIN. The prospect of becoming neighbors with the Beaver Island Boat Company makes this the perfect fit for us in town.

Here are our proposed terms of agreement between Long Road Distillers and the Charlevoix DDA/Main Street Program for the space known as 109/111 Bridge Park Drive:

- ? Lease agreement to be signed and executed effective March 1, 2020.
  ? Lease rate of $1,400.00 per month, with monthly lease payments to begin upon final approval of licensing by the Michigan Liquor Control Commission.
  ? Initial term of three years, with five three-year options to renew, with lease-rate keyed to CPI increase.
  ? Tax rate for space not to exceed $6,000 per year for real property for initial term.

In addition, we request your consideration of replacing the existing metal door at the southernmost entrance of the space with a traditional glass entry door with sidelights, comparable to the entry doors for the shared lobby between the Beaver Island Boat Company and the space in question. We believe this will make a significant difference in the viability of the space, creating a much more welcoming entrance for guests and the general public.

Please let us know if you have any questions regarding this proposal. We look forward to partnering with you on this project, and eagerly anticipate joining you in Downtown Charlevoix!

Sincerely,
Kyle VanStrien & Jon O'Connor
Long Road Distillers

(Please note the business plan has been emailed to board members separately and is not intended to be shared publicly.)

RECOMMENDATION:

Motion to accept the proposal for 109/111 Bridge Park Drive and to move forward with getting a lease drafted and executed with the City Attorney.

ATTACHMENTS:

- Long Road Distillers Presentation
- Proposal Letter

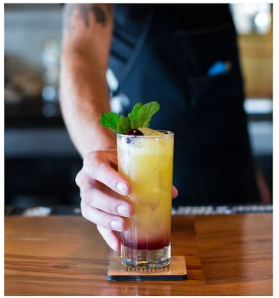
LONG ROAD DISTILLERS

CHARLEVOIX TASTING ROOM

109 // 111 BRIDGE PARK DRIVE
CHARLEVOIX, MI 49720

Presentation to the Main Street / DDA Board of Directors
Monday, February 24, 2020

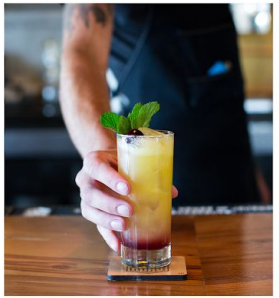
Kyle VanStrien & Jon O'Connor
Co-Founders, Co-Owners



Mission & Vision

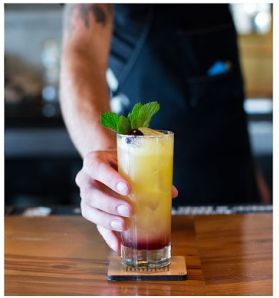
“To create world-class spirits from Michigan-grown ingredients without taking shortcuts along the way”

- We take the long road by sourcing the best base ingredients Michigan has to offer from farmers we know by name, and then turn them into spirits truly worthy of people’s admiration.



Company Background

- Incorporated February 14, 2014
- Opened Grand Rapids distillery, cocktail bar and restaurant in May 2015
- Opened Boyne City Tasting Room in November 2018
- Opened Grand Haven Tasting Room in July 2019
- *Desired open of Charlevoix Tasting Room in May 2020*



Portfolio Overview

an award-winning portfolio of Michigan-made spirits...

Long Road Original Vodka

80 proof
$19.99

Long Road Original Aquavit

90 proof
$29.99

Long Road Dry Gin

90 proof
$29.99

Long Road MICHIGIN

90 proof
$32.99

Long Road Straight Bourbon

93 proof
$44.99

Long Road Amaro Pazzo

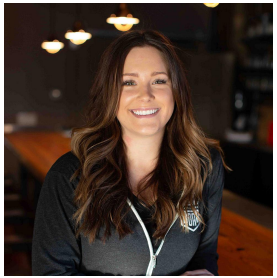
57 proof
$34.99

Long Road Raspberry Liqueur

55.6 proof
$34.99

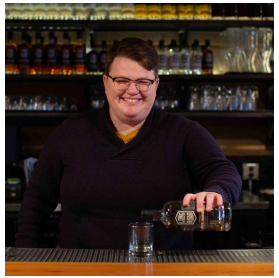
Meet the Team

- *Our management team who will play a role in the success of Long Road Distillers - Charlevoix*



Jenna Smeltzer
Northern MI Manager

jenna@longroaddistillers.com
231-651-9937



Jenney Grant
Operations Manager

jenney@longroaddistillers.com
616-820-5427

Jon O'Connor
Co-Owner, Co-Founder

jon@longroaddistillers.com
616-450-5649

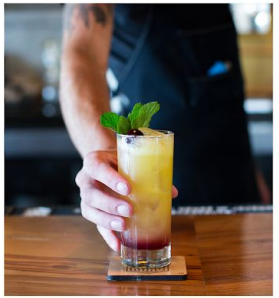
Kyle VanStrien
Co-Owner, Co-Founder

kyle@longroaddistillers.com
269-377-5489

- *We anticipate an additional 10-25 employees, depending on the season.*

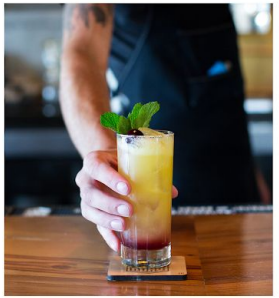
Charlevoix Tasting Room Concept

- Curated menu of craft cocktails, featuring Michigan-made spirits and seasonal, locally grown ingredients
- Limited selection of high-quality, quick-service food - snacks, salads, sandwiches - to complement beverage offerings
- Retail of bottles-to-go, distillery apparel and merchandise, and non-alcoholic products



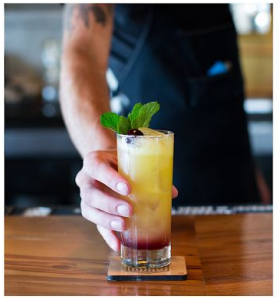
Facility Improvements

- Update “game room” to be utilized as retail space and tasting room
- Reorganization of “back-of-house” to better suit LRD needs, including product storage, barrel display, prep kitchen, etc.
- Repair of bar; plumbing, etc.
- *Replacement of southernmost entry door to glass/anodized commercial storefront door*



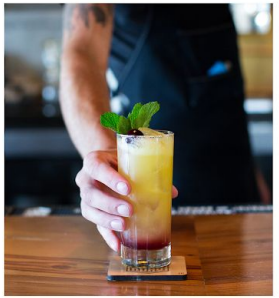
Development Timeline

- February 24, 2020 - Charlevoix Main Street / DDA Consideration
- March 1, 2020 - lease executed for 109 / 111 Bridge Park Dr
- March 1, 2020 - licensing applications submitted to MLCC and MDARD
- March 7 - April 15, 2020 - facility updates and improvements
- March 9, 2020 - Charlevoix City Council consideration
- April 13 - 30, 2020 - staff hiring, onboarding, training
- April 28, 2020 - MLCC approval
- April 29, 2020 - MDARD approval
- April 29, 2020 - Occupancy granted
- May 1, 2020 - Soft Opening
- May 2, 2020 - Grand Opening



Proposed Terms of Agreement

- Lease rate of $1,400 per month *(payments to commence 15th of month following final MLCC approval)*
- Initial term of 3 years, with five 3-year options to renew, and lease rate keyed to CPI increase
- Tax rate for space not to exceed $6,000 per year for real property during initial term
- Lease agreement to be signed and executed effective March 1, 2020
- *Considerations for: unforeseen real property modifications made apparent at time of possession; bathroom facility upkeep and maintenance; sidewalk maintenance*



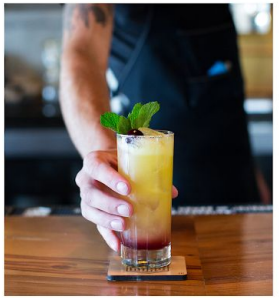
LONG ROAD DISTILLERS

CHARLEVOIX TASTING ROOM

109 // 111 BRIDGE PARK DRIVE
CHARLEVOIX, MI 49720

Presentation to the Main Street / DDA Board of Directors
Monday, February 24, 2020

Kyle VanStrien & Jon O'Connor
Co-Founders, Co-Owners



Long Road Distillers Proposal for Charlevoix, MI (109/111 Bridge Park Drive)

Long Road Distillers LLC
537 Leonard St NW,
Grand Rapids, MI 49504

February 10, 2020

Charlevoix DDA / Main Street
Attn: Board of Directors
210 State Street
Charlevoix, MI 49720

To the Members of the DDA / Main Street Board:

On behalf of the entire Long Road Distillers Team, we are pleased to submit to you our formal proposal to occupy the space at 109 and 111 Bridge Park Drive in Downtown Charlevoix for the purposes of establishing a Distillery Tasting Room, Retail Shop and Cocktail Bar. Northern Michigan, and Charlevoix in particular, hold a special place in the heart of our business and we eagerly anticipate the opportunity to join your community.

Founded in 2015, Long Road Distillers is an award-winning craft distillery producing a full line-up of Michigan-made spirits. As our name implies, we're committed to taking the long road in all aspects of our business, and utilize Michigan-grown ingredients in our spirits whenever possible, without taking shortcuts. For the past four years, our team has traveled via ferry to Beaver Island to hand-pick 100% of the juniper used in the making of our all-Michigan-ingredient gin, MICHIGIN. The prospect of becoming neighbors with the Beaver Island Boat Company makes this the perfect fit for us in town.

Here are our proposed terms of agreement between Long Road Distillers and the Charlevoix DDA/Main Street Program for the space known as 109/111 Bridge Park Drive:

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In addition, we request your consideration of replacing the existing metal door at the southernmost entrance of the space with a traditional glass entry door with sidelights, comparable to the entry doors for the shared lobby between the Beaver Island Boat Company and the space in question. We believe this will make a significant difference in the viability of the space, creating a much more welcoming entrance for guests and the general public.

Please let us know if you have any questions regarding this proposal. We look forward to partnering with you on this project, and eagerly anticipate joining you in Downtown Charlevoix!

Sincerely,

Kyle VanStrien & Jon O'Connor
Long Road Distillers

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

New Business

TITLE: Cynthia Woods Mitchell & Johanna Favrot Fund Grant Application
DATE: February 24, 2020

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Because we are members of the National Main Street Center/National Trust for Historic Preservation, we are eligible to apply for funding that helps with brick and mortar restoration of buildings that are owned either publicly or by a non-profit in our DDA district. I am seeking permission to submit a grant on behalf of the Charlevoix Historical Society for continued rehabilitation efforts at the Harsha House Museum at 103 State Street.

Johanna Favrot Fund for Historic Preservation: Guidelines & Eligibility

In July 1994, the Johanna Favrot Fund for Historic Preservation was created in honor of Johanna Favrot's 80th birthday. The fund aims to save historic environments in order to foster an appreciation of our nation's diverse cultural heritage and to preserve and revitalize the livability of the nation's communities.

Grants from the Johanna Favrot Fund for Historic Preservation generally range from $2,500 to $15,000. The selection process is very competitive. The review process is generally completed within three months of the application deadline, and applicants are notified via email once the review process is complete.

RECOMMENDATION:

Motion to permit Director Dotson to submit grant applications to the Cynthia Woods Mitchell & Johanna Favrot Fund on behalf of the Charlevoix Historical Society for continued rehabilitation efforts at the Harsha House Museum.

ATTACHMENTS:

- Letters of Consent from Historical Society

- Harsha House Proposal
- Harsha House Museum Master Plan

CHARLEVOIX
HISTORICAL SOCIETY
Bridging our past with our future

February 17, 2020

Lindsey Dotson, Executive Director
Charlevoix Main Street DDA
210 State Street
Charlevoix, MI 49720

Re: Letter of Consent for Cynthia Woods Mitchell Grant Application - Museum at Harsha House

Lindsey,

The Charlevoix Historical Society hereby gives consent for the Charlevoix Main Street DDA to apply for grant funding from the Cynthia Woods Mitchell Fund up to $15,000 to be used for the purpose of interior renovations of the Museum at Harsha House, located at 103 State Street. This building, built in1892, belongs to the Charlevoix Historical Society.

The required matching funds will be sourced from the Charlevoix Historical Society capital funds and reimbursed to the DDA according to proper procedure.

The Charlevoix Main Street DDA will be responsible for overseeing the grant process, including management of funds, grant communications and reporting.

Sincerely,

Denise Fate

Denise Fate, President

103 State Street / P.O. Box 525 / Charlevoix, MI 49720 / 231.547.0373 / info@chxhistory.com / www.chxhistory.com

CHARLEVOIX
HISTORICAL SOCIETY
Bridging our past with our future

February 17, 2020

Lindsey Dotson, Executive Director
Charlevoix Main Street DDA
210 State Street
Charlevoix, MI 49720

Re: Letter of Consent for Johanna Favrot Fund Grant Application - Museum at Harsha House

Lindsey,

The Charlevoix Historical Society hereby gives consent for the Charlevoix Main Street DDA to apply for grant funding from the Johanna Favrot Fund up to $15,000 to be used for the purpose of renovations of the Museum at Harsha House, located at 103 State Street. This building, built in1892, belongs to the Charlevoix Historical Society.

The required matching funds will be sourced from the Charlevoix Historical Society capital funds and reimbursed to the DDA according to proper procedure.

The Charlevoix Main Street DDA will be responsible for overseeing the grant process, including management of funds, grant communications and reporting.

Sincerely,

Denise Fate

Denise Fate, President

103 State Street / P.O. Box 525 / Charlevoix, MI 49720 / 231.547.0373 / info@chxhistory.com / www.chxhistory.com

Freshwater Charch

Freshwater Charch: A design build firm

10963 Boyne City Rd

Charlevoix MI, 49720

Proposal #022020201

Historical Society

February 20, 2020

Proposal is for work at the Harsha House. Proposal based on *Phase One Projects, Winter 2019-Spring 2020* list provided.

Exterior side door/stoop repair. New cedar stoop/rails/door/two new doors at museum entrance. $18,872.00

1st floor bathroom new vanity/sink/painting. $3,400.00 (sink and vanity provided on site by Historical Society).

Front entrance/Foyer restoration as on list provided carpet runner on stairs and painting floor in entry. $23,000.00

2nd floor as on list provided not included.

Phase two project not included.

Total $48,672.00 (Forty-eight thousand six hundred eight hundred seventy-two dollars and zero cents).

Terms: half down ($24,336.00) with appropriate draws upon request.

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CHARlevoix ARCHitecture

DESIGN/BUILD/MAINTENANCE RESIDENTIAL COMMERCIAL INSTITUTIONAL ADDITIONS STOREFRONTS REMODELS FURNITURE INSTALLATIONS

Master Plan for the

HARSHA HOUSE HISTORICAL MUSEUM

103 State Street
Charlevoix, Michigan

for the
Charlevoix Historical Society

Richard Neumann Architect
February 2019

INTRODUCTION

This study is a preservation master plan for the 1891 Harsha House, an historically and architecturally significant house in downtown Charlevoix. The Charlevoix Historical Society acquired the property in 1978, conserving and interpreting it as a local house museum open to the public. Shortly thereafter, in 1979 - 80, an addition was made to the rear and one side that provides flexible exhibition space for the facility. The purpose of this study is to provide a comprehensive plan to accommodate all needed functions the Society has identified and to address needed physical improvements, in order to assure the Society's museum operation well into the future. It is meant to be a working document providing a framework for decision-making to guide future use and preservation of this historic property.

DESCRIPTION

The Harsha House portion of the museum is a late-Victorian era Queen Anne style two-story wood frame residence located in an small town urban setting. Its Queen Anne architectural character is well-developed with complex massing, steep roofs, a two story bay, and a two story corner turret. The exterior woodwork is comprised of horizontal clapboard siding over much of the exterior, a shingle siding band between stories, decorative shingle siding in the gable ends, brackets under the eaves, and a covered wrap-around front porch. It has split-face field stone masonry basement walls, asphalt roof shingles, and a decorative brick chimney above the roof.

A single story concrete masonry unit addition extends to the rear and the north / right side.

HISTORY AND SIGNIFICANCE

The Harsha House is a two-story wood-frame Queen Anne style residence constructed in 1891 by original owners Horace and Marguerite Harsha. Horace Harsha was a longtime Charlevoix businessman working in insurance and real estate. In 1885, not long after coming to town, he was elected city clerk, and over the years became a respected community leader. The Harshas raised their three children in the house during ownership, with the eldest, John, acquiring the property after their deaths - Horace in 1929, and Marguerite in 1936. The house was divided into four apartments and turned into summer rentals during the 1930's and 40's, later becoming year-around rentals. The property, including house and contents, was donated to the Charlevoix Historical Society by the Harsha's granddaughter, Anne Harsha, before her death in 1978, with the stipulation that it be used as a history museum.

As an historic building the Harsha House is significant locally for its architecture, in that it possesses integrity of location, setting, design, and materials. It is also significant for its association with the events and development of the Charlevoix community for over 125 years. The house's architecture embodies the distinctive characteristics of a type and period, being a typical mid-western, small-town, Queen Anne style residence of the late nineteenth century. As such, it is an important historic resource in the Charlevoix community and in northwest Michigan.

Harsha House is not listed on the National Register of Historic Places, but is listed on the Michigan State Register of Historic Sites (1990).

USE BY THE CHARLEVOIX HISTORICAL SOCIETY

The Harsha House Museum is one of two historic properties owned, maintained, and interpreted by the Society, the other being the 1892 Charlevoix Railroad Depot on the northeast side of town, recently restored to its original exterior paint colors. Harsha House Museum's location in downtown Charlevoix is an important factor in making the museum well visited by many people, particularly in the summer season when many visitors are in northwest Michigan. During the busy summer season Harsha House Museum is open on a daily basis, while the Depot is used by the Society for regular meetings and special events and exhibitions.

While the 1980 exhibition space addition to the rear and side of Harsha House is a pretty non-descript element of the larger museum, its one-story bland character is a fitting / an appropriate contrast to the highly stylized historic portion of the museum; it does not upstage the primary actor - the Queen Anne style Harsha House.

The functions now taking place in the museum will all remain, but are in need of some reorganization to provide more efficient and functional curatorial work space and collections storage space. As well, some improvements to the physical plant are needed to address safety, function, and maintenance needs. The impetus to tackle the facility shortcomings were prompted by the hiring of a second curator and by the vision of a proactive board of directors.

PROGRAM REQUIREMENTS

A program statement is a space needs analysis which identifies the types, sizes, and relationships of functions to take place in the building. The purpose is to identify shortcomings the existing facility has in meeting desired needs. It is also a statement of the less tangible aspects of the building, defining character and aesthetics to some extent. In a renovation / addition project, existing character and aesthetics often establish parameters for the design solution. Prior to beginning any design process, the program requirements should first be delineated. The program statement should result in a tangible set of requirements, upon which the design is based. As noted American philosopher John Dewey said: "A problem well stated is a problem half solved."

As stated by CHS board and staff, the program requirements for the Harsha House Museum fall into three functional types: exhibition space, storage space, and administrative space. The recently completed "Analysis and Recommendations for the Future Use of the Museum at Harsha House" by Chuck Cleland and Trevor Dotson provides a comprehensive analysis of existing facilities relative to the three types of required space, and recommendations for significant improvements in achieving function and space needs. The program statement here is based on their report and subsequent discussion.

The stated functions are summarized as follows:

Exhibition Space

Harsha House Period Room Exhibits

- Continue to use the historic Harsha House for period exhibits, some permanent and some changing as topics and seasons change.
- Re-open and restore the historic front foyer and stair as part of the period exhibit space. With this addition, period exhibit space would be adequate. The stair would be cordoned off and signed "staff only" at the bottom to discourage public use.

Museum Exhibitions

- Continue to use the rear portion of the facility for exhibit space, as present, on a rotating two year cycle.
- Envision some future exhibits to be more experiential and hands-on.
- The existing museum exhibit space would be adequate for the foreseeable future.

Storage Space

Physical Artifacts

- Existing second floor space is probably adequate if better utilized.
- Need fire-resistant archival storage space for original glass slides and other special artifacts; consider creating a 2-hour fire-rated storeroom / vault.
- Need shelf storage space with slots / bins for framed items.
- Artifact storage areas should be climate and light controlled for best preservation.
- In addition to reconnecting the front stair to the interior (without having to exit the building), the rear stair should be improved for safer use by staff.

Electronic Artifacts

- No specific spatial requirement, as this material is electronic data (including 20,000 historic photos) stored on hard drives and accessible via various computers.

Administrative Space

Museum Store

For sale of history related items to museum visitors, the store should be at least as large as existing space, hopefully a little bigger.

Consider relocating this function from the northeast corner of the exhibition space to near the rear entry for better public visibility and direct exterior access not requiring museum entry.

Public Access Research Station

Computer work station for supervised public use to access Society archival resources.

New scanner equipment should be relocated from library to this area for more efficient access and use.

Library

Storage, display, and access of Society's library collections.

Existing office equipment needs to be relocated from the library.

Meeting

To accommodate small group meetings (6 - 8 people); could be dual use with some other function like the library.

Controller Work Space

Part time personnel who requires dedicated work space.

Curator Work Space(s)

Two work spaces for two personnel on second floor near collections storage spaces.

A shared work station on the first floor for use during hours when the museum is open.

Second floor storage spaces and curator work spaces would ideally include access to a lift to move heavy items up and down.

Volunteer Work Space

For use by an engaged volunteer working on a specific project.

Kitchenette

Staff area for mini refrigerator, microwave oven, coffee maker, and small sink.

Janitor

For storage of cleaning equipment and supplies, ideally with a service sink.

Mechanical and Electrical

To house heating plant, water heater, and electric service panels.

Need safer / more finished appearance of existing electrical panels and junction boxes in back hallway.

Identify locations and space for any new equipment such as furnace, ductless-split, or energy recovery ventilator, and associated ductwork.

Future Staff Space

Consider what possibilities might exist to gain additional staff work space.

General Requirements

Historic Character

The Harsha House is a significant historic building in Charlevoix and should be preserved, and even restored as much as possible to its period of significance, including the front and south side yard landscape character.

Energy Efficiency

Energy efficiency of the facility should be a concern, and should incorporate green building features, including adequate insulation, double glazing, and air-infiltration mitigation.

Site

Maintain existing on-site parking spaces.

BUILDING SYSTEMS ANALYSIS

The building was inspected in a comprehensive, but general, way, noting the physical condition of the various systems comprising the facility construction. The architectural systems were looked at by Rick Neumann, Richard Neumann Architect, and the plumbing, heating, ventilating and air-conditioning, and electrical systems were reviewed by Justin Kowatch, JLK Engineering. A brief description of each system, followed by a short assessment of each, is as follows:

Foundation

Description: The exterior foundation walls are uncoursed fieldstone under the original building, visible from the exterior and in the basement. Stone walls, and steel and wood columns, provide interior support of floor construction. The rear rooms of the original house are over a crawl space, not a basement, suggesting these might have been later additions. The c. 1980 rear exhibition space addition is slab on grade, with no basement or crawl space, and with exterior foundation walls of concrete masonry units.

Assessment: Stone foundation walls are generally intact, with localized areas of deteriorated mortar joints, and a few missing stones. The original lime mortar used during the era when the house was constructed is soft and has hydrated over time, leaving the residual mortar constituents powdery, as their binder is slowly leaching out.

Floor, Walls, and Roof

Description: The original house is wood frame construction, comprised of floor joists, wall studs, ceiling joists, and roof rafters. The rafters bear on the walls, which in turn bear on the floor joists, which are supported on the foundation walls, piers / columns, and beams. The floor, exterior wall, and roof planes are covered with sawn wood sheathing boards providing lateral stability, upon which all finished exterior and interior surfaces are installed.

Assessment: The steel columns in the basement are fairly recent additions to address sags and deflection and inadequate support of interior building loads. They appear to have been placed directly on the concrete floor slab, and thus are not bearing on individual separate footings.

First floor framing is deflected under most rooms, although this is typical of many old buildings. Some specific locations may be problematic but until detailed analysis is undertaken particular issues are not known.

Roofing

Description: The primary roof on Harsha House is asphalt shingles. The front porch, although a lower slope, is also asphalt shingles. And a single-ply membrane roofing covers the c. 1980 rear addition.

Assessment: Historic photographs show the house to have had a wood shingle roof originally. It was re-roofed with asphalt shingles at some point in its history. And most recently, a new asphalt roof was installed June 2017, so it is in excellent condition.

Siding and Trim

Description: The exterior walls of the original house are largely clad with non-original vinyl siding. Horizontal accent bands and gable ends, often found on nice examples of the Queen Anne style, are on the Harsha House, and are sided with sawn wood shingles, painted. Likely the original house is clad with horizontal bevel wood siding under the later vinyl. The trim around door and window openings, and corner boards, are also vinyl. The front porch still sports its original decorative wood construction.

Assessment:

The wood shingle siding was recently replaced and is in excellent condition.

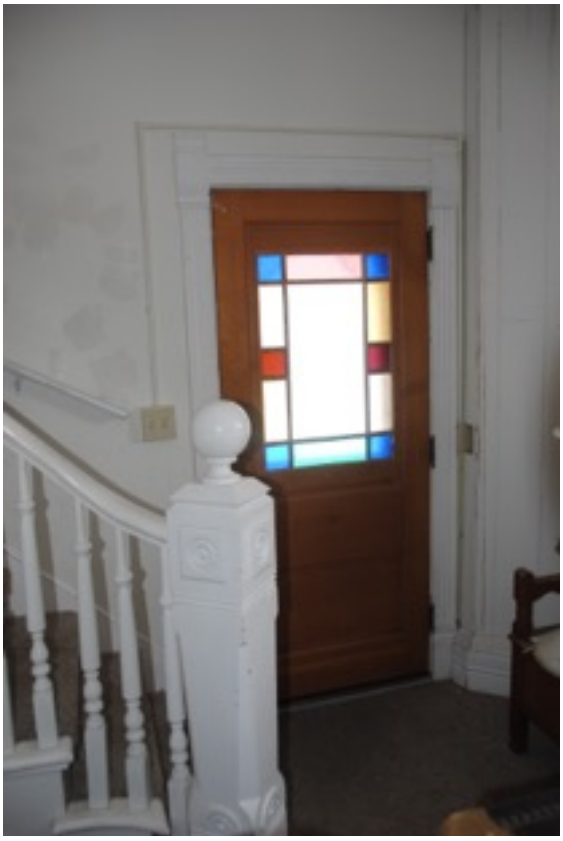
Doors and Windows

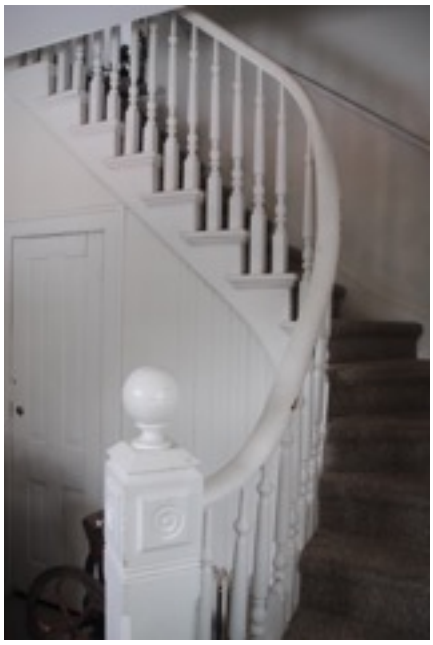
Description: Exterior doors are painted wood stile and rail panel doors, some with upper glazing consisting of small stained glass lites surrounding a larger clear pane - a typical Queen Anne era entry door. Interior doors are also painted wood stile and rail type. Typical for the period, most doors are five panel style having two tall vertical panels at the top, a horizontal one in the middle, and two short vertical panels below. There are also several two panel doors, having two tall vertical panels. This design is usually associated with earlier Greek and Gothic inspired architectural styles, and it is unclear if they are salvaged doors from an earlier house, or just aberrant elements. The rear exhibition addition has French style doors on the south side.

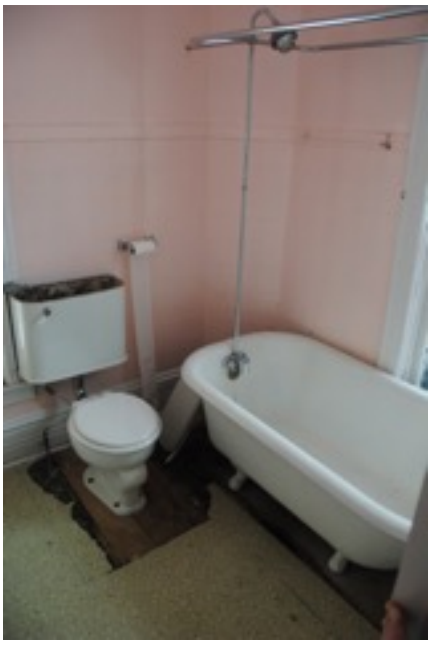
Windows are primarily original wood double-hung type with one over one lites. Several large primary windows are cottage style, having a shorter top sash over a taller bottom sash. Several windows including in the second floor turret at the northeast corner of the house, and two fixed units near front and rear entries, are divided into multiple small lites and glazed with stained glass. All old windows are single glazed, but have aluminum storm/screen windows. The rear exhibition space has no windows except for a stained glass sash thought to be relocated from the front of the house as a decorative element when the museum was expanded in 1980.

Assessment: Exterior doors are generally in good condition, although not well weatherstripped. Interior doors are mostly in good condition, although some have been cut down to address deflected floors, and undercut to accommodate carpet.

All old windows are single glazed, but most have been upgraded to be more energy efficient with the addition of aluminum storm windows, which include screens for summer ventilation. As old windows, they are not weatherstripped to reduce cold air infiltration in winter, so are not as energy-efficient as they could be.







Insulation

Description: Cellulose insulation is visible in the attic, having been added above the second floor ceiling at some time in the not too distant past. However, it is unknown if insulation was placed in the wall cavities at the same time. Usually in a project to upgrade energy efficiency, cellulose was blown in holes drilled from the exterior through the original wood siding, plugged with plastic caps, and then covered with new siding. So, it is very possible the walls were insulated when the present vinyl siding was installed.

Assessment: The depth of attic insulation is inconsistent - the area in use as storage space having insulation the depth of the floor framing, and other areas with lower headroom having deeper insulation. There does not appear to be air ventilation baffles where rafters pass the top wall plates.

Interior Surfaces

Description: Primary floors in the original Harsha House are transparent finished hardwood tongue-and-groove flooring. The floor in the later exhibition space is concrete, carpeted. Walls in the old section are typical of the era, wood lathe and plaster, painted. Ceilings are the same. The rear addition ceiling and walls are finished with painted drywall. Interior door and window trim, and baseboards, are decorative moulded wood profiles, appropriate to the building's Queen Anne style. Interior doors are primarily the original five-panel doors with period style hardware. The original front stair has a curved bannister, with newel post and turned balusters. All interior trim and doors are painted, except the interior sides of exterior doors, which are transparent finished.

Assessment: Original hardwood floors, where visible around area rugs, look appropriately old, but in generally good condition. Ceilings and walls show many signs of their age, with numerous cracks from structure settlement, plaster key loss, wear-and-tear damage, and architectural changes. Historic woodwork, doors, and windows appear largely intact, and restorable.

Plumbing

Description: The domestic water is served by the City water system, circulated under City pressure through copper and CPVC piping. A newer, small 6 gallon electric water heater is located in the basement. Waste lines are a combination of cast iron and newer CPVC plastic lines connected to the City sanitary sewer system. Plumbing facilities consist of two first floor restrooms, two second floor restrooms, and two second floor kitchens. Fixtures include a mix of old items, such as a cast iron footed tub, and newer fixtures such as the more recent second floor apartment kitchen sinks. One lower restroom contains a service sink.

Assessment: The plumbing system is a mix-match of service lines and fixtures representing multiple changes and updates over many years. The two lower restrooms are in good working order, the one near the rear entry having been updated fairly recently. Of the two upper ones, the front bathroom is the older one, and the other at the rear added when the second floor was converted to the two apartments. No restrooms meet barrier free accessibility requirements.

The small size of the water heater seems adequate as current consumption is small because the former second floor apartments are no longer in use. Overall, the plumbing system seems in working order presently.

Heating, Ventilating, and Air-Conditioning

Description: The heating system is comprised of a “Utica” gas fired boiler circulating hot water to four zones, including cast iron radiators in the original Harsha House and fin-tube baseboard radiators in the newer exhibition space. The cast iron boiler is a high efficiency boiler with 200 MBH Input, and 190 MBH Output. The distribution piping is a mix of older steel and copper.

A 2-ton capacity ductless mini-split unit provides air-conditioning at the rear of the museum space, with condensing unit outside near the west wall. No other air conditioning serves the facility. Other than bathroom exhaust fans, ventilation is provided via windows and doors in seasonable weather.

Assessment: The “Utica” boiler is a relatively new heating plant, installed in 2006 or 07. The boiler is in functioning condition presently, but with a designed life span of 15 - 20 years, it will likely need to be replaced in the next 5 - 7 years. One of the PVC venting pipes is not properly connected to the boiler, and should be investigated and repaired by a qualified mechanical contractor experienced with boilers. Due to the lack of a chemical shot feeder, it is hard to tell if the boiler has been properly maintained with chemical treatment.

The distribution system, including the heat pump, four zone valves, and piping appears to be in functioning order. It is recommended that the existing boiler water medium be tested and chemically treated (if needed), again by a qualified mechanical contractor. The cast iron radiators are old and showing their age, but they are also very robust and seem to be functioning well. Some of the newer fin-tube baseboard radiators on the second floor are a bit beat up, and in need of replacement. Those in the museum addition are in better condition.

The age of the existing ductless mini-split system is unknown, but seems to be in working order.

Of the four restrooms, the older second floor front restroom does not have an exhaust fan.

Electrical

Description: The existing electrical service consists of four separate service meters located on the south side of the building. Each meter appears to feed a distribution panel inside, one on the first floor in the back hall, and the other three located in the basement. Likely two panels feed the museum (possibly original house, and 1980 addition), and one each for the two former second floor apartments. The panels are all circuit breaker, not fuse, type.
The light fixtures are mostly surfaced mounted ceiling fixtures, some old pendant type, and some newer wrap-around fluorescent type. A few are not wall switched, but have pull chains. The 1980 museum space is illuminated with many sections of track lighting having multiple light heads.

Assessment: The electrical system is a real hodgepodge of sub-panels and wiring, having been altered and added to many times over the years as needs and functions changed. The main service wire feeding the four electric meters is not very large, and most likely of limited capacity relative to any additional future air-conditioning loads. Some of the existing wiring is very old, and may be undersized for its current use.

Site

Description: The property is a city sized lot (approximately 78 feet wide by 132 feet deep) bounded on the east front by State Street, on the south side by a pubic alley, and by adjacent lots to the north and west. The largest open area is the front yard, incorporating a concrete sidewalk accessing the front porch highlighted by a pair of planter urns near the public sidewalk,

some plant materials along the porch, a flag pole in the southeast corner, and a museum identification sign. The north side yard is narrow (just over six feet) and open. The south side yard includes two secondary entries, with a concrete stoop at one, six (mostly) on-site parking spaces perpendicular to the alley, a large maple tree, and a clump of cedars. The rear yard is undeveloped, is just over fifteen feet in depth, and holds the air-conditioning condensing unit.

Assessment: The property is pleasant and well maintained by the Charlevoix Area Garden Club. Although the on-site parking spaces are a bit tight to the rear entry, and impinge on the alley a bit, they are an important asset to the historical society in a downtown environment.

BUILDING CODE ANALYSIS

Any current building renovation or alteration work to take place at the Harsha House Museum would be reviewed under the "Michigan Building Code", 2015 edition, or alternately under the "Michigan Rehabilitation Code for Existing Buildings", also 2015 edition, as administered by the Charlevoix County Department of Building Safety.

According to the building code classification section, the use group of a museum is Assembly Group A-3, intended for assembly by groups of people. The occupant load of the facility as an Assembly use, including minor / supplemental uses, is 100 people, based on the building's 4,000 square feet of floor area, and 15 net square feet required in the calculation per person for space with "unconcentrated tables and chairs". The building is Type 5B Unprotected Construction, as it is wood frame construction, without an automatic fire-extinguishing / sprinkler system. Building code requirements for life-safety considerations have to do with adequate means of egress (number of and of large enough size), and a limit on building occupancy (maximum number of people), both of which the facility meets.

Another significant code requirement is barrier-free accessibility, including entrance, routes, and functions. Accessible route requirements include designated parking, a route to the building, entry into the building, routes through the building via halls and door openings into functions, and use of functions (like restrooms and plumbing fixtures). Presently there is a barrier free entry at the rear providing access to the museum exhibition space, and an interior ramp providing access to the slightly higher house museum spaces. The second floor, attic, and basement are not accessible, and are not intended for use by the public. Nevertheless, all facilities of the museum are required to be accessible for staff and volunteers, as well. But because Harsha House is existing and is historic, the building code generally allows pre-existing conditions to be maintained as long as no significant occupancy changes take place. However if a non-conforming condition is to be changed, then the changes must meet the primary intent of the building code. As a "Historic" building, Harsha House could be granted some flexibility in the interpretation of some specific code requirements.

Relative to possible future addition of staff work space, expansion could occur by adding a single second floor room over the Controller's office, and / or a portion of the rear one story exhibition space. Any addition upstairs would be increasing the occupant load of the second floor, meaning addressing non-compliant building code issues, like means of egress. The proposed upgrading of the rear stair to make it more code compliant might address increased occupancy, as long as it just served an additional staff person or two. At some level of increased second floor occupancy the building code would require fire rated means of egress, and also an eleva-

tor for barrier free accessibility. Any new stair, and likely one of the other two existing stairs would be required to be enclosed to be fire-rated means of egress. To have to enclose and fire rate the historic front stair would be very problematic from a historic treatment standpoint. Even the existing rear stair upgraded as discussed, would not be able to discharge directly to the exterior as would be required. As such, likely one new fire-rated enclosed exit stair would be required if the second floor were to be expanded very much. The code would also require the new space to have an automatic sprinkler system because the fire area (new second floor) would be located on a floor other than the level of exit discharge (ground floor).

Because the Michigan Rehabilitation Code for Existing Buildings offers some acceptance of non-compliant circumstances inherent in existing buildings, likely this code would be the most beneficial to be reviewed under if a future renovation or addition project is considered. In the MRCEB, “Chapter 12 Historic Buildings” is intended to provide means for the preservation of historic buildings, while still meeting essential safety requirements. To be considered under this chapter, a building needs to be a designated historic structure, listed either on the National Register of Historic Places, the State Register of Historic Sites, or part of a locally designated historic district. Since Harsha House is listed on the State Register of Historic Sites, it would qualify to be reviewed as a “historic building”.

Several significant mechanical and electrical considerations could be of concern. One is ventilation; currently the building is ventilated with restroom exhaust fans and natural ventilation via operable doors and windows. Depending on the scope of future renovation, the Michigan Mechanical Code could require that the building spaces being affected be brought up to current code ventilation requirements. This would result in the need to install a mechanical ventilation system, likely using an energy recovery ventilation unit and ductwork.

Another system not presently existing is a fire alarm system. Again, depending on the scope of renovation, the code may require the whole building or spaces being affected be brought up to current fire alarm requirements. Similarly, the current emergency egress lighting requirements of providing 1 foot-candle average along egress pathways may come into play.

RECOMMENDATIONS

Recommendations of this study fall into three categories:

Historic Designation - Listing on the National Register of Historic Places;
Spaces and Functions - Space use and functional improvements to gain work-a-day benefits for staff, and efficiency in the use of existing space;
Building Systems and Materials - Architectural, maintenance, and physical plant improvements to address outdated and/or deteriorated components and systems of the building's physical fabric.

Historic Designation Recommendation:

Pursue designation of Harsha House to be listed on the National Register of Historic Places, in addition to its current listing on the Michigan State Register of Historic Sites.

The National Register of Historic Places is the national listing of historic structures significant at the national, state, or local levels. The program is administered through each state's historic preservation office, which here is the Michigan State Historic Preservation Office (SHPO), a part of the Michigan State Housing Development Authority (MSHDA). As an architecturally intact, and locally significant historic structure, Harsha House is very likely eligible to be listed on the National Register of Historic Places. In addition to the honor, being listed would assist in

qualifying the Society for possible state and local grants. It is important to note that being listed on the National or State Register imposes no constraints on what a private owner is required or allowed to do, or not do, with the building, unless the resource were to be negatively altered using federal funds or federal license, which is quite unlikely.

Seeking listing on the register requires submittal of an application and photographs. The process would require some historical and architectural documentation.

Spaces and Functions Recommendations:

Complete the following space use and functional improvement recommendations:

Front Entrance:
Relocate the primary museum front entrance to the original front door, and remove the non-original portion of the wall separating the Stair Hall from the Sitting Room. Restore the Foyer as part of Harsha House period interiors treatment and interpretation.

Rear Entrance:
Improve the image of the rear entry as a public entrance by adding a sign and awning. The idea is to create a small commercial storefront with an awning above, and with the relocated Museum Store just inside the entry. Visitors could access the Store without having to enter the museum, possibly increasing Store sales if potential customers no longer feel pressure to make a voluntary contribution to visit the Store.

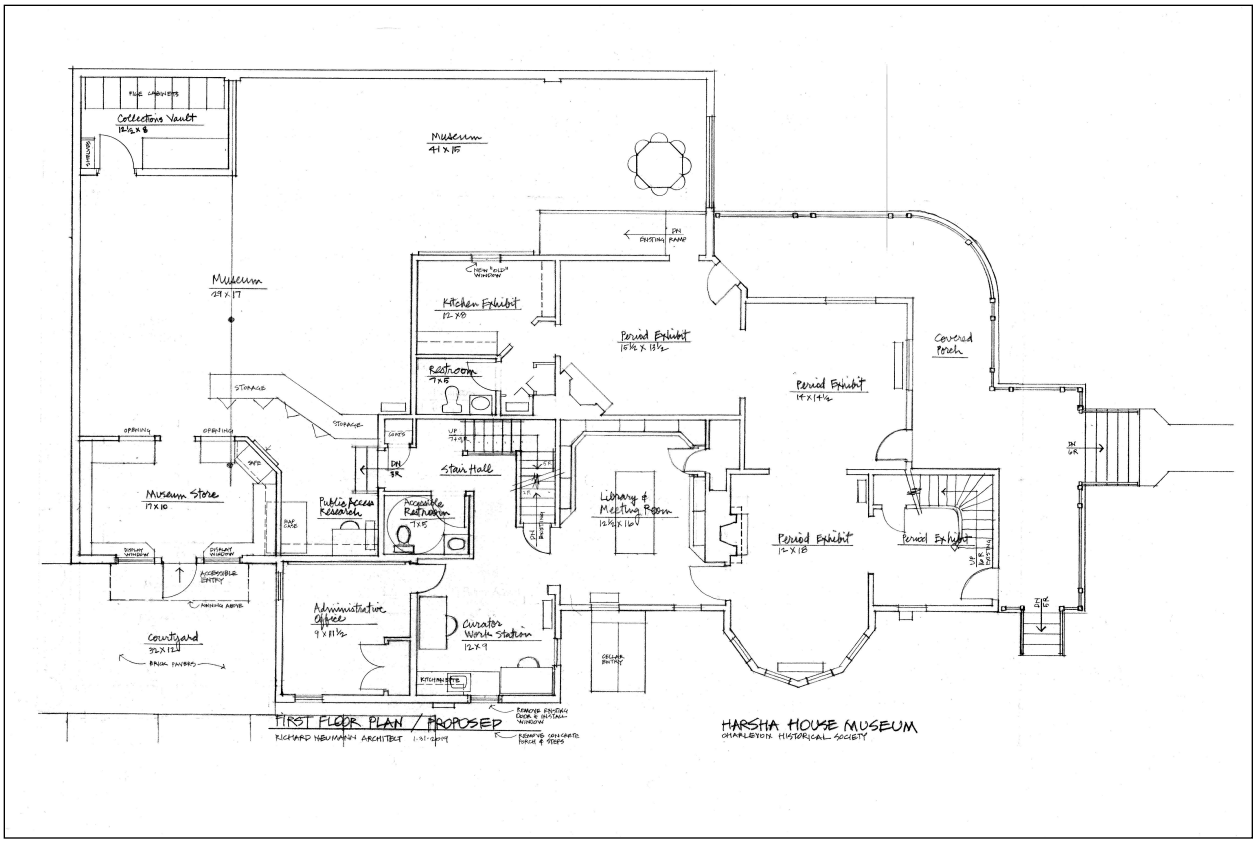
Eliminate the south side center entry to gain improved interior work space, and one less exterior door to monitor.

Museum Store:
Relocate the existing sales area to just inside the rear entrance, combined with an enhanced public entrance to better identify it as a public entry and retail shop. The space just inside the door could be physically separated from the Museum to contain shoppers, but partially open visually to attract visitors to venture into the exhibits area.

Museum Exhibition Space:
In addition to relocating the Museum Store, relocate the existing curatorial work station, now in the northwest corner, to the second floor. Take advantage of the additional space as new museum exhibition space.

Patron Research Station:
Create a new patron research station near the rear entry and museum store. This would be near the lower curatorial work station, to provide supervision and assistance, with space made possible by relocating file cabinets.

Collections Vault:
Construct a two-hour fire-rated collections vault in the northwest corner of the exhibition space where the present curator's office is. Relocate file cabinets and special collections (like the glass slides) to this safe area.

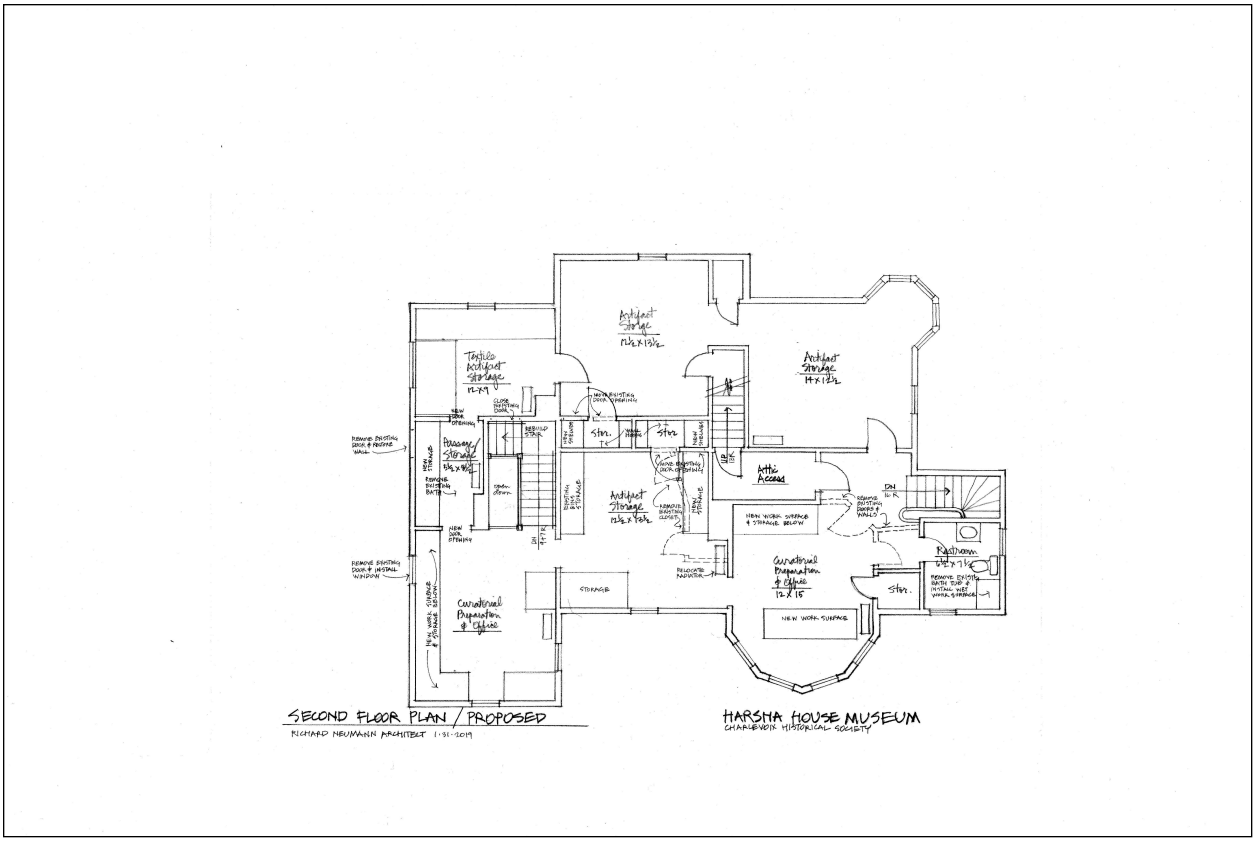


Side Entry:
Remove the existing south side entry door and exterior concrete stoop to eliminate the circulation path through the office area to create more efficient work space, including an “on duty” first floor curator work station. Install a double-hung window in place of the door.

Library:
Relocate scanning equipment now in the Library to the new second floor work space, likely in the center room between the two Curator work stations. Dedicate the main floor Library space to Library and Board meeting functions.

Rear Stair:
Rebuild the rear stair to provide much improved stair safety and usability. This will require reconfiguration of the nearby restroom, but also the opportunity to reconstruct the restroom to meet barrier free accessibility standards.

Curatorial Work Spaces:
Create two dedicated curatorial preparation and office spaces on the second floor, and an “on duty” curatorial work station on the first floor. Primary curatorial work spaces would be upstairs, in the two largest rooms along the south side of the building, with the lower area used intermittently by curators when visitors are in the museum or doing patron research.



Second Floor Circulation and Storage:
Remove the existing second floor rear restroom function and two existing kitchen functions, remove two sections of walls near the front stair, relocate a couple of door openings, close a door opening, and open a new door opening - all to provide an efficient circular movement path and enhanced storage opportunities on the second floor.

Second Floor Restroom:
Remove the existing cast iron bath tub from the front restroom, add a counter workspace for collections projects, add a heat source, and add an exhaust fan.

Attic Collections Storage:
Construct new walls, closets, and shelving in the attic to create expanded collections storage space. Install additional insulation with ventilation at sloped ceiling areas, and HVAC climate-control for better preservation of artifacts and collections stored in the attic.

Building Systems and Materials:

Complete the following physical fabric and building systems improvements:

Because Harsha House is a significant historic property, the treatment approach should be based on preserving original or authentic building fabric by stabilization or consolidation in place to the greatest extent possible. If an element is so deteriorated that it cannot be maintained or

repaired, replacement in kind to match the historic is the next highest treatment technique. Certainly some concession to modern functional and building code requirements will need to be made, but if carefully done with the goal of preservation in mind, historic Harsha House's air of authenticity can be maintained while repairs and updates are accomplished.

Foundation Walls:
Point all extensively deteriorated mortar joints to match original mortar appearance.

Exterior Painting:
Paint the west and north walls of the 1980 addition with the same two color scheme to match the front and south sides of the museum. That is, the majority of the west and north walls should be yellow to carry the color scheme around the entire facility.

Insulation:
Additional insulation should be added to the ceiling of the second floor around the perimeter of the attic, and the walls and ceiling of the attic. Likely this should be a combination of cellulose, as exists in areas now, and sprayed polyurethane foam insulation. The latter has a high insulation value per inch of thickness, and should be used in the sloped ceiling portions of the roof rafters in combination with a dedicated air space to achieve a well insulated and ventilated roof.

Interior Finishes:
Patch and repair damaged plaster and/or drywall ceilings and walls.
Install appropriate window coverings to protect collections exposure to ultraviolet light.

Plumbing:
Remove and cap off plumbing from second floor rear restroom and both old apartment kitchens.
Renovate the existing front second floor restroom for staff use.
Alter plumbing in both reconfigured first floor restrooms to accommodate new layouts.

Heating, Ventilating and Air-conditioning:
Meet with the Charlevoix County building code staff to assess possible ventilation requirements.
Investigate and repair (by a licensed and experienced mechanical contractor experienced with boilers) the improperly connected PVC vent pipe on the boiler.
Test and chemically treat (if needed) the existing boiler water medium, again by a qualified mechanical contractor.
As first priority, install air-conditioning to serve the second floor work areas and attic collections storage (small gas furnace with split AC, or ductless split heat pump with back-up electric heat using electric finned-tube radiators).
As second priority, install air-conditioning to serve the first floor museum spaces by replacing or supplementing the existing ductless mini-split system.
Add an exhaust fan in the second floor front restroom.

Electrical:
Meet with the Charlevoix County building code staff to assess possible fire alarm and emergency egress lighting requirements.
Consolidate the four existing electrical services into one new service, to provide up to date service entry equipment, to remove unneeded exterior clutter, and to simplify billing. Size the new service to adequately accommodate new / future heating, ventilating, and air-conditioning loads that may be planned or required by code.

Rewire portions of Harsha House as required to update the electrical system, including distribution lines, conductors, junction and pull boxes, exit lighting, emergency lighting, and fixtures. Pay particular attention to update the wiring and junction boxes in the back hall.

Install antique or reproduction period style light fixtures in Harsha House museum rooms.

Site:

Remove the existing south side concrete stoop when the entry function is eliminated.

Alter the existing concrete sidewalk to reflect this, and to connect the alley parking and front porch.

Designate a barrier free parking space along the alley and identify the accessible route and rear door as the accessible entrance to the facility.

Develop a small outdoor patio space adjacent to the museum store at the rear door, both for an improved appearance and to create a small outdoor summer sitting area, attractive to visitors and staff alike.

Plant shrubs and perennial flowers to enclose the patio space and screen the air-conditioning condensing units along the west wall.

Continuing restoring the landscaping and plant materials in the front and south side yards to reflect the Harsha era treatment of the property.

COST ESTIMATE

The following estimated costs are very preliminary figures, and not based on a detailed understanding of the required scope of work and contractor pricing. However they should assist with overall financial planning and prioritization. For estimating purposes add a contingency of 15% to these figures.

Renovated Rear Entrance		$ 15,000.
Museum Store Relocation		10,000.
Exterior Door Removal		3,500.
Interior Foyer Restoration		5,000.
Interior Rear Stair Renovation		12,000.
Restrooms Renovation		15,000.
Collections Vault		25,000.
Second Floor Circulation, Curator Work Stations, and Storage		13,000.
Attic Storage & Insulation		20,000.
Interior Plaster and Painting Repairs		7,500.
Plumbing		5,000. - 10,000.
Heating, Ventilating, and Air-conditioning		45,000. - 80,000.
boiler	10,000. - 15,000.	
ventilation (if code required)	15,000. - 30,000.	
air conditioning (1st & 2nd)	15,000. - 25,000.	
attic HVAC	5,000. - 10,000.	
Electrical Renovations		45,000.
ADA Signage & Lighting		3,000.
Outdoor Patio and Landscaping		10,000.
Total		$ 234,000. - 274,000.

CONCLUSIONS

Physical Condition
The Harsha House museum is in generally good physical condition, particularly the well-maintained exterior. Several interior systems do need improvement or replacement, including renovated plaster ceiling and wall surfaces, plumbing updates, new air-conditioning, new electrical service and renovated distribution system, and new mechanical ventilation (if required by the building code).

Space and Function
Significant space use and functional improvements are possible to be made within the footprint and square footage of the existing facility. These changes would contribute to improved visitor experience (restored foyer, better rear entrance, appealing museum store, and accessible restrooms), and improved staff efficiency (dedicated curator work stations, organized collections storage, continuous second floor circulation, and useable rear stairway). All aspects and elements of the previously stated Program needs could be met.

Significance
Harsha House is a significant historic building, particularly to the Charlevoix community, and is important to preserve. As a community resource it has an educational value in transmitting knowledge from the past in the form of information about the heritage of an era so different in so many ways from what we know today. This interpretive role of Harsha House can help anchor and inform contemporary life in the unceasing continuum of yesterday (the Past), transforming today (the Present), to help create tomorrow (the Future). The Charlevoix Historical Society is to be commended for its commitment to the historic Harsha House and for the efforts it has made to preserve and interpret this unique historic resource linking us to the past in an era of unprecedentedly rapid change. Visitors and users are able to feel this history, appreciate the significance of this historic building, and be part of the continuum. 22

DDA/Main Street Board

210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

New Business

TITLE: Draft Design Guidelines

DATE: February 24, 2020

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Members of the Design Committee have been working on this for 5 years. We finally have a closed to finished draft!

The Charlevoix (MSDDA) Design committee developed this manual to help business owners, property owners, and developers throughout the Main Street/Downtown Development District maintain and enhance the historic qualities of their properties that are so important to the community. The guidelines provide property owners the most appropriate methods for preserving the historic integrity of their buildings while continuing to operate them as modern businesses.

A guiding principle in creating the design guidelines is to celebrate the Charlevoix of yesterday and today while looking to tomorrow. The goal is to create an environment that integrates retail, service businesses, the arts and culture, and housing into a dynamic downtown.

RECOMMENDATION:

Motion to approve the Design Guidelines document with minor modifications to styling and content.

ATTACHMENTS:

- Draft Guidelines
- Design Guidelines Info Meeting

Downtown Charlevoix

Design Guidelines

+ PRESERVATION RESOURCE GUIDE

Charlevoix Main Street DDA

Authored by: Charlevoix Main Street DDA Design Committee

CHARLEVOIX
MAIN STREET DDA

Charlevoix Main Street Downtown Development Authority (CMSDDA) Board approved.

Thank you to the Charlevoix Main Street DDA Design committee and the Charlevoix Historical Society for providing historic images. Thanks also to members of the Historic District Commission as well as City Planner Kathy Egan and Zoning Administrator Jonathan Scheel for your contributions and guidance.

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Overview

The Charlevoix (MSDDA) Design committee developed this manual to help business owners, property owners, and developers throughout the Main Street/Downtown Development District maintain and enhance the historic qualities of their properties that are so important to the community. The guidelines provide property owners the most appropriate methods for preserving the historic integrity of their buildings while continuing to operate them as modern businesses.

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Charlevoix Main Street DDA Boundaries

Existing Buildings & Historic Preservation

General Design Guidelines

The primary goal of historic preservation is to keep what remains of the historic character of a building. The character of a building's exterior is expressed through surviving original features such as roof type, doors, and windows, cladding, trim, and ornamentation. Maintaining the historic integrity of a building involves the process of identifying, retaining, and preserving those features and qualities that define a building's historic appearance. Where all of most of these features have been changed, the building's integrity is effectively lost.

When working on old buildings, two common mistakes actually damage historic value rather than preserve it. One mistake is to add historic features to a building that never were there. The other is to make an old building look new or modern.

Even in cases where some of the original features of a building have been altered or lost, there are ways to re-establish the building's historic appearance. Reproducing the building's original features or developing a new, compatible design are strategies that can meet historic preservation standards.

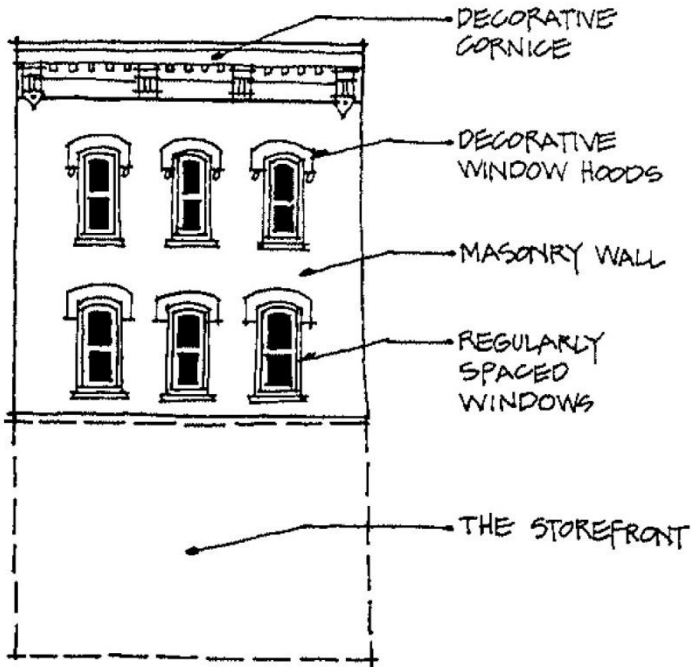
The following general guidelines apply to all exterior work and/or interior work that affects the exterior of an existing historic building. They are based on the Secretary of Interior's Standards for Rehabilitation. (see appendix)

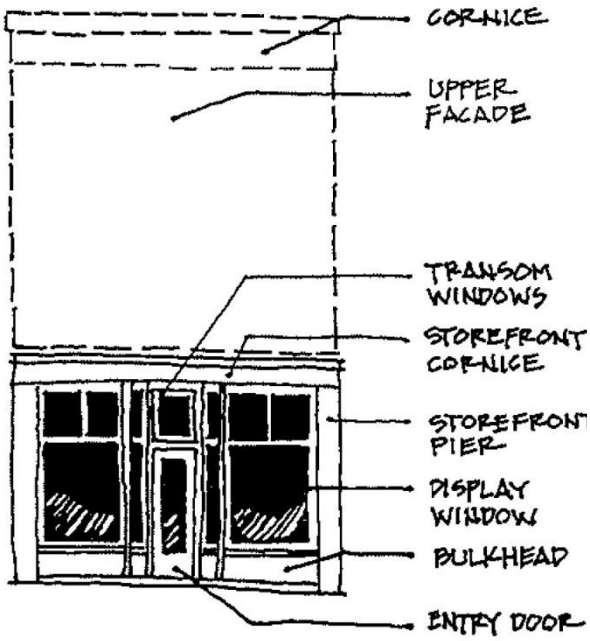
Exterior Work

If the original feature is intact, retain it as is without altering or covering it. When the original feature is in need of repair, do the repair work in place if possible, using the gentlest methods available to avoid damaging the original materials.

If the original feature has deteriorated beyond repair and must be replaced, replace it with materials that duplicate as closely as possible the original in size, shape and texture.

Replace missing features with historic reconstructions, or with newly designed elements that are compatible with the building's size, scale and materials. Where paint is required, consider colors that are appropriate to the historic building or district.





Masonry

Masonry refers to building – stone, brick, concrete block, tile, terra cotta, or stucco – materials that are used to construct and ornament building walls and architectural elements, such as chimneys, parapets, and steps. As construction material, masonry consists of individual units of brick, block, or stone and mortar as a bonding material. Mortar primarily plays a structural role, but also contributes to the visual character of the building.

Masonry is a highly durable building material, but it is particularly vulnerable to inappropriate cleaning and repair. Proper assessment of underlying problems, particularly those related to water damage, is critical before deciding on repair and treatment.

Guidelines

Retain original masonry and mortar whenever possible without the application of any surface treatment. Concealing original masonry is not recommended.

Clean masonry only when necessary to halt deterioration or remove heavy soiling. Use the gentlest means possible to prevent damage to masonry surfaces.

Apply paint only to areas that have been previously painted.

Where there is evidence of deterioration, duplicate old mortar in strength, composition, color and texture. Replace old mortar joints in width and in joint profile.

Sandblasting brick or stone surfaces using dry or wet grit or other abrasives is strongly discouraged as it will mar, damage, and weaken the masonry. High pressure water and cleaning methods should also be avoided since they can damage and weaken the masonry.

When necessary, replace masonry features of brick, stone, terra cotta, and/or concrete using the same materials, or one that is a compatible substitute material, matching the original in size, color, texture, density and profile.

Wood

In the late 1800s, brick and stone replaced wood as the most common construction material for commercial buildings. However, wood still appears frequently as function components and decorative features of many buildings, including clapboard siding, cornices, windows, and storefront framing.

Wood is especially susceptible to the destructive effects of weathering; exposure to moisture and sunlight are particularly damaging. Historically, this is the primary reason all wood was painted, and because of this precedent, all new wood should be painted.

Guidelines

Replace missing wood features with new elements that have historic precedent.

Resurface wood buildings with new materials that are appropriate or were available when the building was originally constructed. Avoid using metal or vinyl siding.

Consider using new wood siding or cement board of size and texture of appropriate era when replacement of siding material is required. Match proportions and profiles of new material to existing siding, and use smooth-faced, knot-free material.

Install any siding material in a way that does not obscure or damage historic ornament, such as fish-scale shingles, window casings, sills, hoods, and corner boards.

Paint surfaces to protect wood from deterioration.

Vinyl siding is not considered appropriate in most cases.

Metal

Architectural metals include both cast and sheet metals. In the district, cast metal was generally used for storefront columns and display window framing systems. Pressed sheet metal was frequently used to form cornices – at the roofline and storefront levels – and window hood moldings.

While cast iron pieces are difficult to repair, sheet metal elements can be repaired fairly easily through patching. For those iron-based materials that will rust, regular painting of metal elements is an essential maintenance technique.

Guidelines

Retain and repair original metal architectural features such as pressed metal cornices, window hoods, and cast-iron columns.

Clean metal features only where such cleaning will not damage historic color, texture or patina. Any cleaning treatment should use the gentlest means possible, using methods that do not abrade the surface.

Paint will protect metal types such as cast iron or pressed tin. Do not apply paint or other coatings to metals that were historically meant to be exposed, such as copper.

When replacing missing metal architectural features, consult historical photographs or comparable structures in the district for scale, design and proportion of new features.

Cornices

A cornice is the uppermost protective portion of a wall that is often treated in a decorative manner. In addition to a primary cornice crowning the top of a façade, commercial buildings often have a secondary, or storefront, cornice that provides a horizontal division between street-level and upper stories.

Guidelines

Repair and retain original cornices whenever possible.

If an existing cornice has deteriorated beyond repair and must be replaced, reconstruct the original design as closely as possible.

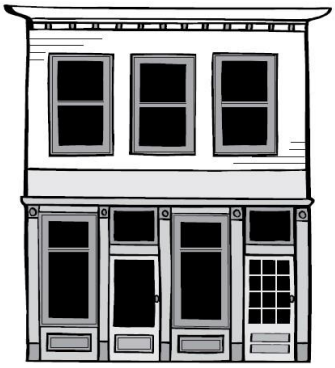
When reconstructing a cornice that has been previously removed, consult historical photographs or comparable structures in the district for scale, design, and proportion.

When historical photographs are not available, contemporary replacements should be simple and harmonic with existing scale, materials and size of the building while avoiding a false historic look.

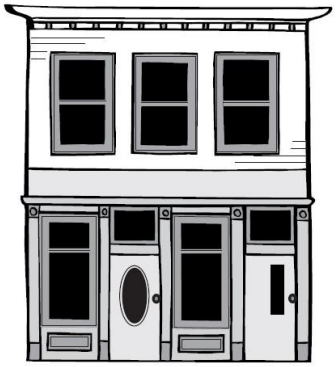
Doors

Doors are often a visual focus of commercial buildings; thus, the appearance of an entry can be very important in defining the overall character of a building. Doors are architectural elements that are frequently subject to replacement – often needlessly, when simple repair can make them sound and functional.

In the district, doors are of two primary types. Historically, storefront doors almost always had full-height panes of glass, while the doors to residential units or offices on building's upper floors often had half-height glass panels.



Store front with original or acceptable replacement doors.



Store front with inappropriate replacement doors.

Guidelines

Retain original doors and door hardware whenever possible.

If the replacement of an existing original door is necessary, select a manufactured door or have a new door built with the same design, materials, and proportions as the original.

When no evidence of the original door exists, choose a replacement that is compatible with the proportions, design, and materials of the building. Wood paneled doors with full-height glazing are preferred for store front door openings. Wood paneled doors with half-height glazing are generally preferred for second floor entrances. Select replacement door hardware that is consistent with historic hardware in design and finish.

Do not reduce the size or proportions of original door openings to install.

Roofs

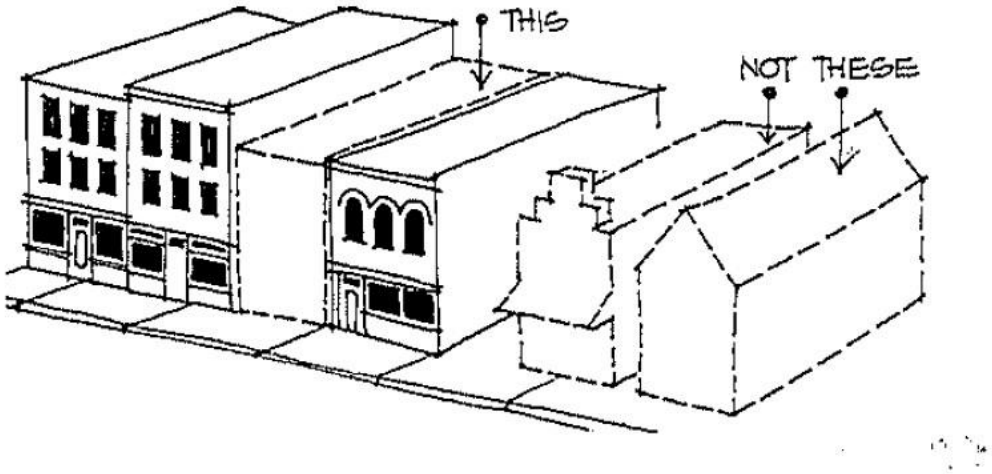
Most commercial buildings have roofs that are flat or slightly sloped in profile and are not visible behind parapet walls. Buildings of wood construction frequently have gabled roofs with the end facing the street. Since the surfaces of a gabled roof are visible from the street, replacement roofing for this roof type should be compatible with the original material.

Additional historic roof features present in the district include chimneys, skylights, and roof ventilators. Retaining these existing features is also a preservation goal.

Guidelines

Replace deteriorated roof coverings that are visible from the street with new roofing that is compatible with historic precedents in the district.
A rubber membrane covering for a flat roof is acceptable. When installing white or light-colored membrane roofing on a flat roof, avoid wrapping the membrane over the top and sides of parapet walls so that the material is visible from the street. Use a dark-colored metal cap, or dark-colored fasteners to secure the membrane.

Take every effort to reduce the visual impact of new roof features such as antennae, satellite transmitters, skylights, dormers, and air condition units.



Windows

Most commercial buildings were designed with large, plate glass display windows on the lower story and smaller, double-hung windows above. Upper-story windows often received decorative treatment – original hoods and moldings are still evident on many buildings. Windows are major design features that frequently have been altered due to the harsh climate and a lack of maintenance. In a number of cases, window replacement has seriously compromised the historic appearance of buildings.

Older windows can be repaired or retrofitted to match the thermal and operational performance of new windows. Replacement windows can replicate the visual qualities of historic windows.

Original Windows

Inappropriate Replacement Windows

Guidelines

Do not alter original window openings either to block-in a window, or to install a window that is larger or smaller than the original opening.

Any new window openings required by building code should be located, whenever possible, on secondary facades.

Whenever possible, retain and repair existing windows including the window sash, glass, lintels, sills, hoods, and hardware.

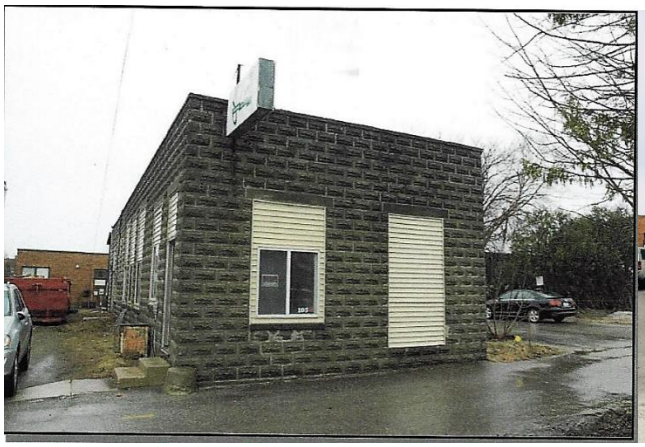
Replace deteriorated window parts by duplicating the materials, design, and hardware of the original window, including the molding, casing, trim and sash.

Retain and repair existing original windows whenever possible. If windows are beyond repair, then replacement windows should match the design, size, proportions, and profile of the existing original windows. Wood replacements are recommended. Metal-clad replacements with a painted finish are acceptable.

Use sheets of clear, non-reflective and non-tinted glass when replacement is necessary. Double-paned thermal glass is acceptable.

Do not install new floors or dropped ceilings that block the glazed area of historic windows.

Imitation shutters that detract from the historic character and appearance of the building are generally inappropriate.



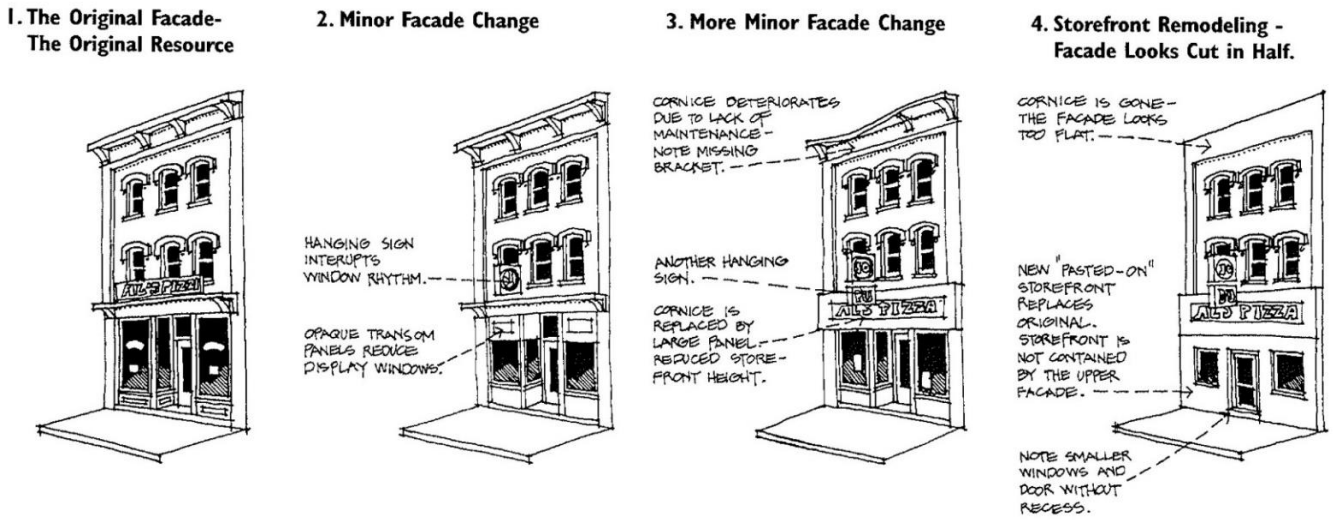
Inappropriate replacement windows

New historically accurate replacement windows

Storefronts

Street-level storefronts play a dominant role in conveying the historic appearance and feeling of Charlevoix's downtown district. Appropriate storefront design is also key to the success of businesses in the downtown area. The commercial district has a variety of storefronts, but many show a similar arrangement of these standard components: display windows, bulkheads (the area beneath the display window), recessed entry doors, transoms, and cornices.

In converting downtown buildings to new uses, some of Charlevoix's historic commercial storefronts have been closed in, covered over, or greatly altered. A better approach to accommodating a new first-floor use is through a sensitive rehabilitation that retains the storefront's character-defining features. If needed, interior screens, blinds, curtains, or other materials set back from the window can create privacy without removing display windows or other important storefront elements.



Guidelines

Retain and repair significant historic storefronts elements and materials. Attempt to return the storefront to its historic appearance. Do not add architectural details that were not part of the original design.

Do not block in large display windows or reduce the size of the original window area with smaller, inset windows.

Maintain the commercial character of the storefront, even if its use has changed.

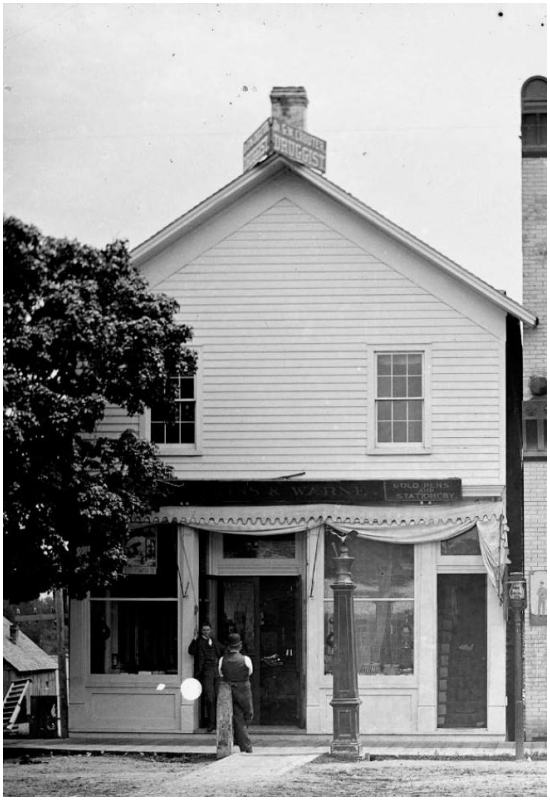
If a new storefront design is required, incorporate traditional storefront components that harmonize with the rest of the building and neighboring structures.

Contain new storefront construction within the first-floor portion of the façade maintaining the distinct yet visually compatible relationship with the building's upper stories.

When original elements are missing and/or historic materials are deteriorated, the use of comparable substitute materials may be considered. However, the use of extruded aluminum storefront window framing is not preferred.

Retain historic storm enclosures. New enclosures should be constructed of wood and composed primarily of glass. New enclosures must be removable, and their design should be based on historic precedents.

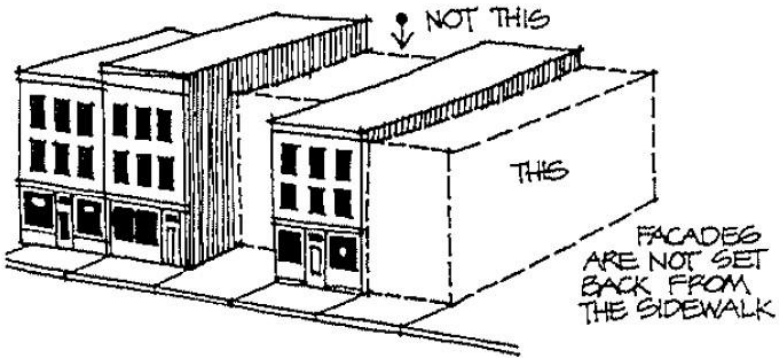
Installation of storefront awnings is encouraged. Awnings must be mounted below the storefront cornice and about display and transom windows. Awnings should be constructed of woven material, and if possible, retractable.



Appropriate Storefront Modification

Inappropriate Storefront Modification

Additions



When additional space is required in a building, it is possible to design an addition that maintains the structure's historic character. In designing additions, make certain that the original historic structure remains the primary building block with the addition seen as a subordinate component. A passerby on the street should be able to determine where the original structure ends and where the addition begins. The goal is to make the addition compatible with the original building but identifiable as new construction. This can be achieved by using similar materials, design elements, and proportions.

Guidelines

Make it visibly clear that the addition is a secondary component. The existing building must remain dominant.

If the proposed addition cannot be located at the rear of the building and/or is large in relation to the original structure, the addition should conform to the guidelines for new construction.

Building additions should be compatible with the size, scale, material, and character of the original building.

Do not use decorative architectural details or ornamentation that borrow from historical periods not represented in the district, such as "gingerbread" spindles or exterior window shutters.

Whenever possible, new additions or alterations to structures should be constructed in such a manner that, if removed in the future, the form and historical integrity of the structure would be unimpaired.

New Construction

New buildings constructed on open lots should be compatible with neighboring historic buildings. In the downtown, individual structures form a continuous row of façades that define the street. Any new building should fit into this framework and be particularly sensitive to the design qualities of adjacent buildings.

Appropriate New Construction

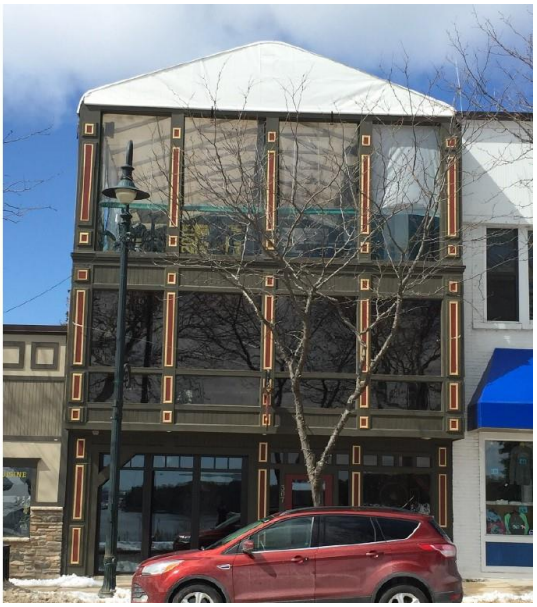
Guidelines

Make certain that the intended use and design of the proposed building meets all applicable regulations, including the City of Charlevoix Zoning Ordinance.

Design new construction to be compatible with adjacent historic buildings maintaining consistency in size, proportion, and building materials.

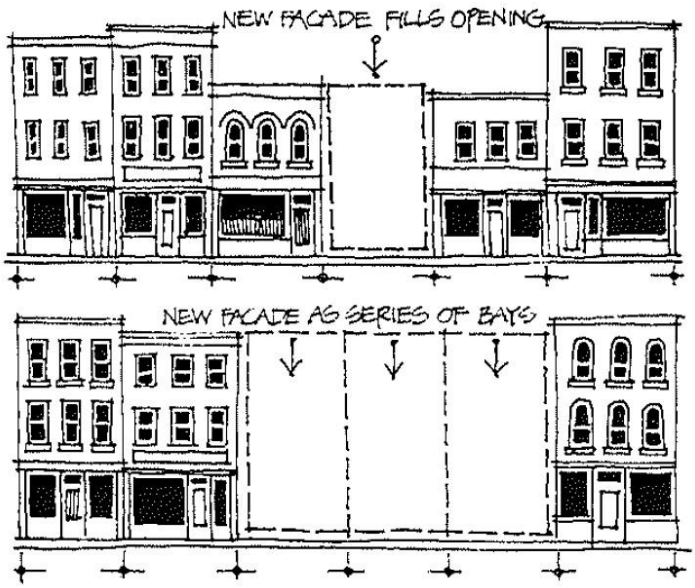
New designs based on, or inspired by, the architectural styles present in the district are encouraged.

Do not add features that might appear historic but were never found on buildings within the district including, for examples, applied ornamental shutters and small-paned windows.



Inappropriate New Construction

Two-story buildings should be developed, allowing for second story office or residential opportunities. Buildings should be built up to the sidewalk and up to the side lot lines. They should have brick or natural surface facades in colors typical of their composition – earth tones, or other muted colors. Natural surface facades have fine-grained texture giving buildings a warmth which invite passers-by to pause and look in the windows.



Windows on buildings in these Business Districts should comply with the City of Charlevoix Zoning Ordinance.

The vertical appearance of two-storied or taller buildings should be broken up with horizontal detailing; the goal is for the buildings to define the street space. Detailing, like a storefront cornice and different window design on the upper floors, make two- and three-story buildings more welcoming.

Side and Rear Façades

Spaces behind buildings are frequently forgotten. People tend to avoid them because they are usually unkempt and unattractive. Too often, these spaces have been considered strictly service areas, where deliveries are made or garbage picked up.

However, more and more parking areas in traditional business districts are being developed behind buildings, in the middle of the block. The backs of the buildings are coming into full and open view.

This suggests two things:

- The appearance of the back areas is important to the commercial district.
- Rear entrances can potentially benefit all businesses by allowing direct entry from the parking lot into stores. Customers don't need to walk around the block to reach a shop.

If you don't have an attractive rear entrance to your business but are considering making improvements, think about these issues.

1. Would additional walk-through traffic help or hinder your business? Would a rear entrance be an added convenience to your customers?
2. What changes would you need to make to give your store an attractive rear entrance? How would you handle the circulation, displays, and security throughout the building?
3. Although the two are similar, the rear entrance should not compete with the storefront in importance. In most cases, the rear entrance should occupy a

relatively small part of the back façade and exhibit more of a utilitarian character. Still, it should be maintained and developed to support the overall appearance and convenience of the district.

4. Like the storefront, the rear entry requires identification. It should be inviting and attractive. A glass panel in the back door is one way to open your store to potential customers. A small sign on or near the door is another way to identify your business. Be sure to keep it small, and don't clutter the area with too many signs. An attractive metal grille can provide security and add to the visual appeal of a rear entry.

   If your building has rear windows on the ground floor, use them for displays; they will also attract people to your door.

   An awning or small canopy can be a pleasant addition and a convenience to shoppers during inclement weather. If there is enough sun, planter boxes might also be added, but only if you attend to them properly.

5. Like the storefront, the rear entry should respect its next-door neighbors. Try to make your entry compatible with neighboring stores. Look at the back entrances next to yours.

It might be wise for you and your fellow merchants to get together and plan an attractive approach to the rear facades of your buildings.

6. Normal service activities, such as trash collection, loading, shipping, and storage must also occur with ease. It is possible to accommodate these functions and, at the same time, make the space behind the store more pleasant for shoppers.
7. If possible, pick a central location for trash collection, one that will serve several stores efficiently. Grouping the containers gives a less cluttered appearance.
8. Simple enclosures can be readily constructed to hide refuse containers and prevent clutter. These enclosures should open from the front for easy removal of full, heavy cans.

   Dumpsters can also be screened from view. Before construction, be sure to consult the collection agency and ensure that your design will not disrupt their activities.

   Use a neutral color to paint or stain these enclosures. Bright or loud colors draw attention to the screens and containers, when the purpose is to camouflage them. Choose colors that blend in with those of the rear façade.
9. Don't forget about the paved areas behind the buildings or in the alleys. Many times, the paving is full of potholes, which is both bothersome and dangerous for pedestrians.

   In addition to paving, watch out for drainage problems. Poor drainage causes puddles and other hazards for pedestrians. Make sure there is adequate drainage away from your building. Also check the storm drain inlets regularly to see whether they need cleaning.

Weeds and scrub trees can also be a problem in areas behind buildings. These plants are tenacious and will grow wherever they can. For a better image, keep them under control.

10. Snow removal is another consideration. Just as front walks need to be shoveled, so too do back entrances.

The rear facades of commercial buildings have been ignored and neglected for a long time. In many cases, they have been left to deteriorate or have been poorly maintained. Windows on the ground and upper floors are frequently ill-kept, boarded up, or dirty. Electrical and telephone lines are haphazardly attached to many buildings, giving them a cluttered look. With good design and proper maintenance, rear entrances can become attractive and convenient for Main Street shoppers.

Signage

The zoning ordinance allows for canopies and awnings, and the Design Committee encourages complementary colors, sturdy materials and installation as the winds blowing off Lake Michigan can get intense even on the mildest days.

Detailed sign design regulations, including sandwich board sidewalk signs can be found in the zoning ordinance, and in general, they should be proportional to the building façade, designed to quickly communicate the business identity and products, and use a simple color palate which complements the building. Café seating on the sidewalks is a great way to bring vitality to the public space outside your business. These activities are regulated by the city: call the City of Charlevoix Planning Department at (231) 547-3265 for more information.

If any of these guidelines conflict with the City of Charlevoix's zoning ordinances, the city zoning and ordinances must be followed.

Rooftops

A new consideration that has been coming to the planning commission lately is expanding uses onto rooftops (like Hotel Earl). They have been discussing adding language to the ordinance to allow for and guide rooftop uses. Is this something the Design Committee wants to weigh in on? Like what kind of railing, the height of any railing or canopy, the uses themselves, etc.

DEFINITIONS

Deck, Roof Top. A finished surface constructed above any top plate of a structure without a roof or walls, except for railings, and which is designed to function as useable outdoor area for human activity.

Section 153.118 LODGING, DINING AND ENTERTAINMENT USES

(C) Restaurant with outdoor seating

(1) Restaurants providing outdoor seating within an at-grade deck or patio or a roof top deck, must first acquire a zoning and building permit from the City and Charlevoix County Building Department.
(2) Restaurant outdoor seating shall be allowed only during normal operating hours of the establishment.
(3) All food preparation shall take place inside the establishment.
(4) If alcoholic beverages are to be served, the current Liquor Control Commission rules and regulations shall apply.

(5) Amplified musical instruments are prohibited. Any other music or sound that would violate the City's noise ordinances and restrictions is prohibited.
(6) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.
(7) Outdoor seating space is subject to the requirements of Off-Street Parking, Loading, Access and Circulation.

(D) Roof top deck

The following provisions are intended to regulate roof top deck use to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally.

(1) A zoning and building permit for any roof top deck must be first obtained from the City and
(2) Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.
(3) Parapet walls and perimeter guardrails shall extend around the perimeter of the building and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to Section 153.170.
(4) Parapet walls and perimeter guardrails erected as a necessary safety and protective feature shall not increase the overall height of the structure.
(5) Any structure on a deck or patio must be permitted under the Zoning Code.
(6) Amplified musical instruments are prohibited. Any other music or sound that would violate the City's noise ordinances and restrictions is prohibited.
(7) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.

(8) Roof top deck space is subject to the requirements of Off-Street Parking, Loading, Access and Circulation.

Sustainability

SUSTAINABLE CHARLEVOIX

Energy conservation in a building means minimizing its energy needs and maximizing the comfort of its occupants. If properly treated, most off commercial buildings can be as energy efficient as new ones. The process is not particularly costly, but it does require a commitment to identify and solve some specific problems.

(1) The traditional commercial building has some basic characteristics that help save energy. Relatively little of the building is exposed. Sides are usually covered (and insulated) by adjacent buildings. Above the storefront, the windows tend to be small and widely spaced. Compare this to the typical façade of a new building. In buildings with several floors, the upper stories trap and use heat rising from the lower floors. Masonry construction offers good insulation. Also, the walls are usually rather thick.

(2) However, old commercial buildings also have some typical energy problems. In many cases, old windows and doors have not been maintained. Consequently, they leak air and moisture. Uninsulated flat roofs lose much usable heat during the winter. Large storefront windows lose heat in the winter and let in hot air during the summer. Old heating systems are often inefficient and outdates.

(3) Windows and doors should be sealed as tightly as possible. When closed, they should not leak air or moisture. Repair all windows and doors so that all their parts fit together tightly. Reglaze all loose or broken window panes. Carefully weather-strip all window and door openings. Caulk the cracks between all

nonmoving window and door parts as well as any cracks between the window or door and its openings.

(4) Storm windows can greatly reduce winter heat loss through wall openings. While rather impractical for the storefront- the constant opening and closing of the door negates their value. The use of storm windows on the upper façade and the rear and side walls should be considered.

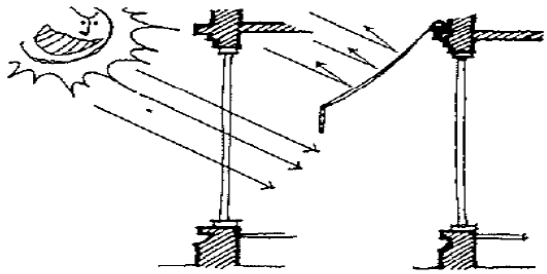
(5) Carefully applied insulation can greatly improve a buildings energy efficiency. While many kinds are available, two are most appropriate for downtown buildings. Fiberglass insulation consists of spun fibers attached to a paper backing. It is laid by hand and can be stapled to wood studs for joists. The paper acts as a moisture barrier and must be installed correctly to prevent maintenance problems. The second type of appropriate insulation is cellulose, a shredded paper treaded with a fire retardant. Installed through use of a mechanical blower, cellulose is ideal for relatively inaccessible parts of a building. However, cellulose and other types of blown-in insulation do not usually come with a moisture true barrier, thus creating future maintenance problems. And, Over time, cellulose compacts, losing some of its insulation value.

If the upper floors are not in use, consider insulating the second floor to trap heat below it. Insulation of the first floor will protect the store from the cold basement space.

If insulation is installed in the roof, walls, or between floors, be sure to include a moisture barrier and vents. Without them, moisture may become trapped and create maintenance problems.

6. With all its glass, the storefront presents special energy problems. It loses heat in the winter and, if exposed to the summer sun, it gains heat.

Where the sun is a factor, an awning or canopy can provide a partial solution. (See "Awnings and Canopies" guideline.) An operable awning can be extended in the summer to shade the storefront. Retracted in winter, it can allow sunlight into the store.



e.

Insulated or tinted glass can a
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protection can be substantial.

Locating heat vents near store
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prevent condensation on the gla
stripping and caulking of storef
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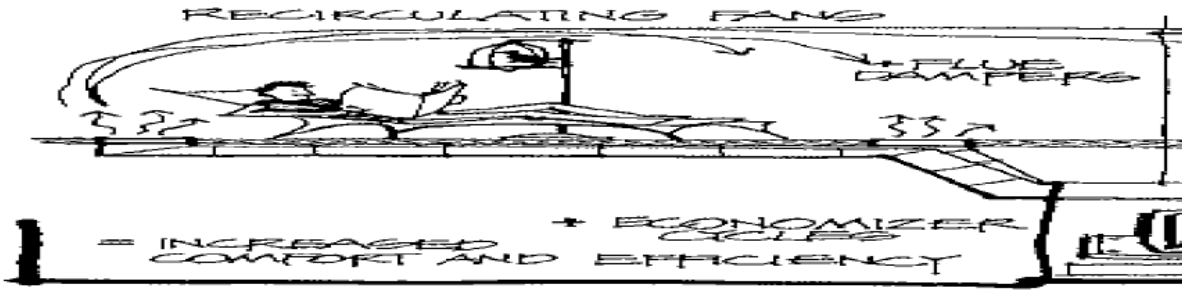

Does the heating system you a
options that will save you mone
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and do not cover the transom W

(6)

Appendix

The Secretary of the Interior's Standards for Rehabilitation

Introduction to the Standards

The Secretary of the Interior is responsible for establishing standards for all programs under Department authority and for advising Federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places.

The Standards for Rehabilitation (codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives program) address the most prevalent treatment. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program, the Standards for Rehabilitation have been widely used over the years – particularly to determine if a rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitations proposals. They have also been adopted by historic district and planning commissions across the country.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic building of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached,

adjacent, or related new construction. To be certified for Federal tax purposes, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s), and where applicable, the district in which it is located.

As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments – if improperly applied – may cause or accelerate physical deterioration of the historic building. This can include using improper repointing of exterior masonry cleaning techniques or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the standards. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, [page 22] related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding

conjectural features or architectural elements from other building, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would not be impaired.

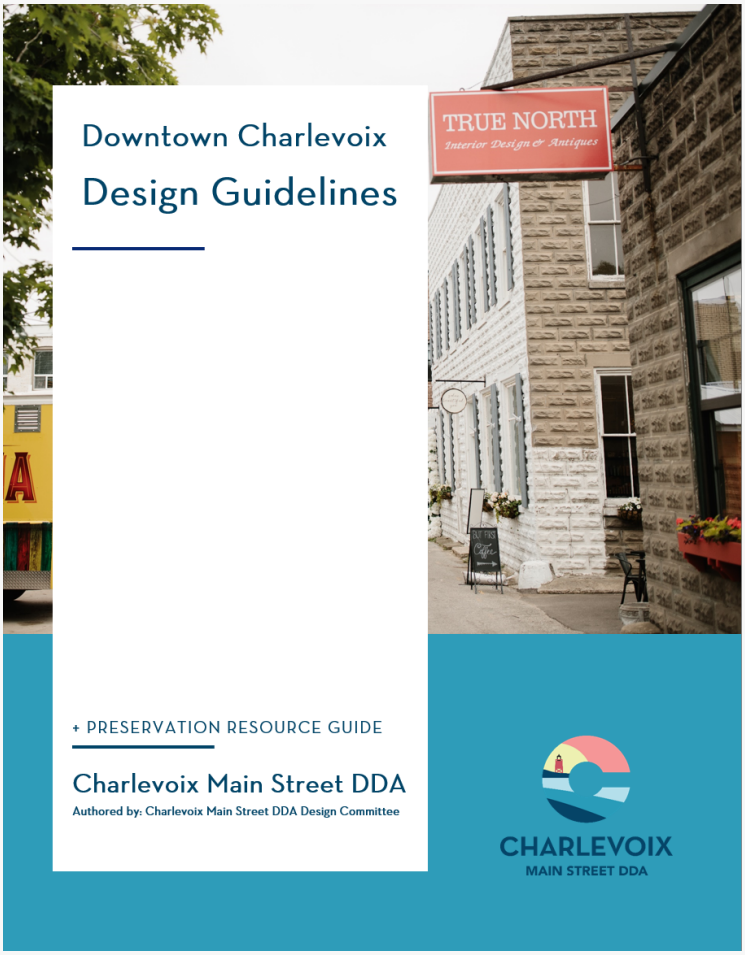
NEW DOWNTOWN DESIGN GUIDELINES INFO MEETING

MARCH 5TH @ 5:00 PM

Charlevoix City Hall

The Charlevoix Main Street DDA Design committee developed this resource guide to help business owners, property owners, and developers throughout the Main Street DDA District maintain and enhance the historic qualities of their properties that are so important to the community.

The guidelines provide property owners the most appropriate methods for preserving the historic integrity of their buildings while continuing to operate them as modern businesses.



CONTACT

Lindsey Dotson - 231.547.3257
lindseyd@charlevoixmi.gov

CHARLEVOIX
MAIN STREET DDA

DDA/Main Street Board

210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Old Business

TITLE: Facade Grant Reimbursement - 221 Bridge Street

DATE: February 24, 2020

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Back in 2017 we approved a $10,000 grant to Fred DiMartino for the fire recovery efforts on his building at 221 Bridge Street. 3 years later and we still have not reimbursed him the funds because proof of payment has not been provided. Fred claims that he cannot get that information from the construction company he was working with.

In the Facade Grant Guidelines document, it states:
"Projects funded by grant monies must be completed within one year of the date that the grant application is approved. An extension may be approved at the sole discretion of the CMS Design Committee under significant special circumstances."

"No grant funds will be release until 100% of the approved facade work is complete and final inspections of the work show that all program requirements have been met. This grant is awarded on a reimbursement basis with funds released upon provision of adequate proof of payments to contractors and waivers of lien."

See attached guidelines for additional language.

When the Design Committee met to discuss this, it was their recommendation to notify Fred that he has until March 31st to show some proof of funds paid, whether it be a bank statement or otherwise, in order to get reimbursed, or else the grant award is no longer valid.

RECOMMENDATION:

Motion to request proof of payment and completion of project by March 31, 2020 or else the grant award is no longer available because of the time that has passed.

ATTACHMENTS:

- Facade Grant Guidelines

Background

The Façade Incentive Grant Program is developed by the Design Committee of Charlevoix Main Street (CMS).

Program Purpose

The grant program was created to encourage private investment in historic facades by providing financial incentives. Historically sensitive rehabilitation and dramatic improvement of facades in downtown Charlevoix will encourage long-term and sustainable economic development in Charlevoix and help maintain, strengthen, and capitalize on our community's historic resources. By improving the appearance of building facades, the Program helps to improve the economic viability of the downtown.

Grant Funding

This program is funded by Charlevoix Main Street DDA. The number of projects receiving grants in a fiscal year is based on the program budget, with a new funding cycle beginning April 1. Grants are awarded biannually in August & January, if funds are available. Grants reimburse 50% of eligible project costs up to $10,000.

Grant Timing

Applications will be accepted until January 24, 2019. The Design Committee meets on Thursday, February 7th at 4pm to review. Then the recommendation is given to the Charlevoix Main Street DDA Board at their meeting on Monday, February 25, 2019 at 5:30pm. If the applicant is not present at the Board meeting they will be notified within 7 days by phone, email, or mail.

Program Target Area

The target area for the Charlevoix Main Street Façade Incentive Grant Program is the Charlevoix Downtown Development Authority District. (See Exhibit A)

Eligible Applicants

1. Owners of commercial buildings in the Downtown Development Authority district, used for commercial purposes, and conforming to zoning use are eligible to apply for grant funds.
2. Tenants of eligible buildings may request grant funds if they submit a notarized letter of permission from the property owner with their application.

Eligible Improvement Projects

1. Exterior brick or wall surface cleaning using gentlest means possible (no sandblasting).
2. Re-pointing of brick mortar joints.
3. Patching and painting of façade walls.
4. Storefront Window and/or door repair or appropriate replacement.
5. Cornice repair or appropriate replacement.
6. Removal of angled projecting roofs from the façade and repair of surface.

7. Other exterior improvements of a historical or structural nature.

Ineligible Projects

1. Interior improvements, maintenance or furnishings.
2. Landscaping.
3. Building additions.
4. Signs and awnings with signage (unless the signage is part of a major rehabilitation project).
5. Roof repair.
6. Painting unpainted brick.

Ineligible Project Expenses

1. Financing or refinancing debt, loan origination fees.
2. Property acquisition.
3. Building permit fees or development review fees.
4. Property appraisals.
5. Legal fees or architectural fees.
6. Labor costs paid to owner/applicant or relatives of the owner/applicant.

Funding Guidelines

1. Applications for projects must be approved by the CMS DDA Board of Directors prior to commencement of the work for which funds are requested.
2. All rehabilitation projects must meet City of Charlevoix zoning and building codes.
3. In general, the Design Committee will encourage repair and preservation of existing historic features of facades and encourage appropriate changes to alterations to these facades that have resulted in an incoherent, unattractive or inharmonious appearance. Designs should be compatible with the buildings historic character and with the adjoining buildings.
4. Any grant for surface cleaning must ensure that best management practices shall be used, and environmental permits are obtained if removing lead-based paint or discharging paint materials into the City's storm sewer. Projects where cleaning methods are used that damage the historic building materials, particularly sandblasting, shall not be awarded grants.
5. Paint and material colors will be reviewed and should either be based on original colors obtained from paint samples on the buildings, historic color samples, or be compatible with adjoining buildings and colors in downtown Charlevoix. Trim colors, which highlight building details, are encouraged. Inappropriate colors should be avoided.
6. Projects should not remove, alter, damage or cover up significant architectural features of the building which are original, or which reflect a major alteration that is itself architecturally significant.
7. Projects may partially or fully restore the historic appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data.

8. Projects funded by grant monies must be completed within one year of the date that the grant application is approved. An extension may be approved at the sole discretion of the CMS Design Committee under significant special circumstances.
9. Any improvements that have been made through the Façade Incentive Grant Program must be maintained by the applicant and may not be removed or significantly altered for a period of ten (10) years.
10. All applicants must have all property (real and personal) taxes paid to date.

No grant funds will be released until 100% of the approved façade work is complete and final inspections of the work show that all program requirements have been met. This grant is awarded on a reimbursement basis with funds released upon provision of adequate proof of payments to contractors and waivers of lien.

Step-by-Step Application Process

1. A complete grant application must be submitted to the Charlevoix Main Street DDA office. Since funds for this program are allocated based on funding availability, estimates for the façade work to be performed must be submitted on letterhead from licensed contractors that can perform the work. Two estimates are required, and three estimates are recommended. The exact amount of funding being requested shall be based on the estimate selected and outlined on the application. Proof of funding must be provided. If the cost of the project exceeds the initial estimate, the applicant only receives the original grant amount approved.

2. If an applicant is requesting funding for more than one building, the applicant must complete a separate application for each building. Each eligible building will be considered a separate project for purposes of grant funding.

3. A $250 application fee made payable to Charlevoix Main Street, to cover historic review consultant, and proof of project funding must accompany the completed application form. The application fee will be reimbursed if your project is not approved for funding.

4. Charlevoix Main Street staff will forward the application to the City of Charlevoix Economic Development & Planning Department to make sure the work proposed complies with the city's zoning and building codes. If it complies, it will be returned to the Charlevoix Main Street staff. If the work does not comply, the applicant will be contacted for a meeting with the Economic Development & Planning Department to resolve the zoning and building code issues. A revised application may be required. No grant application will proceed that does not meet City of Charlevoix Zoning Ordinances and the Michigan Rehabilitation Code. This preliminary review will not replace City requirements for obtaining zoning approval or building permits.

5. Once a compliant application is returned to Charlevoix Main Street staff, it will be reviewed by the Charlevoix Main Street Design Committee at their next grant cycle meeting (the applicant or representative may attend). The Design Committee will use the Façade Grant Rating Scale (Exhibit B) to decide which applications to recommend for grant awards. Recommended applications will then be forwarded to the Charlevoix Main Street DDA Board of Directors for the final grant decision.

6. Once an application has been approved, the applicant will be notified in writing by the Board of Directors, and the amount of the grant will be clearly stated in the letter.

7. The Design Committee must approve of any changes in the drawings and work specifications, subject to approval by the CMS DDA Board. Deviations from an approved plan may disqualify the applicant from the grant program.

8. "Before" and "After" pictures must be taken by the applicant and be submitted to the Charlevoix Main Street DDA Office upon completion of the project. "Before" pictures must be taken before the commencement of the work.

9. When a façade improvement project is completed and "Before" and "After" pictures are submitted, the project will be examined by Charlevoix Main Street staff, and, if necessary, a licensed architect, builder, or code official hired to serve as grant inspector, to ensure that the work has been completed as specified in the grant application which was approved by the Design Committee and Main Street DDA Board.

10. Once staff and grant inspector have verified completion of the façade improvement project, the applicant must submit copies of invoices, receipts, and an itemized statement of the total cost of the project signed by the applicant. All documentation for payment must be provided at one time to Charlevoix Main Street for one payout. Receipts must be provided no later than 60 days after completion of project. After receipt and verification of the information, Charlevoix Main Street will release the grant money to the applicant. The grant is awarded on a reimbursement basis.

Project Rating and Approval Criteria

All complete applications meeting the eligibility and guidelines above will be reviewed and rated by the Design Committee using the Façade Grant Rating Scale (Exhibit B) which is based on the goals and priorities of Charlevoix Main Street DDA. Each project will receive points from the following categories:

1. Design Service or Consultation:

   Has the project received a complimentary Design Service or Consultation from Charlevoix Main Street DDA? (For more info please call or visit our website: www.charlevoixmainstreet.org/designservices)

2. Charlevoix Downtown Alley Corridor Vision

   Does the project meet the following Design Considerations which were a part of the Charlevoix Downtown Alley Corridor Vision provided by the Sustainable Built Environment Initiative (SBEI) out of Michigan State University?

   Revitalization:
   - Encourage renovation and revitalization of the back side of businesses to enhance the corridor space
   - Maintain the charming historic vernacular architectural style of Charlevoix
   - Add rear shop entrances to provide alternative access to buildings and update or repair building facades

   Beautification:
   - Provide more lighting in the alley for aesthetic appeal as well as safety
   - Add cultural or artistic elements to provide points of interest along the alley corridor

3. Project Scope

   Does the project improve multiple aspects of the façade/exterior?

4. Design Guidelines/Appropriateness

   Does the project:
   - Follow Design Guidelines (once adopted)
   - Comply with the Secretary of the Interior's Standards for Rehabilitation (Exhibit C)
   - Preserve, repair, or enhance significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally significant
   - Partially or fully restore the historic appearance of the building

   Is the design compatible with the buildings historic character and with the adjoining buildings?

5. Need

   Is the building considered an eyesore?
   Are the façade and/or storefront in danger of being lost or compromised due to deferred maintenance?
   Has an inappropriate change in past has left façade with an undesirable appearance.
   Are windows, bricks, or cornices in danger of falling off of the building?
   Is the building in danger of demolition?

6. Significance

   Is the building:
   - Contributing to a National Register historic district or listed individually?
   - Individually eligible for listing in the State or National Register of Historic Places?

- More than 50 years old?

Each application is rated by the individual members of the Design Committee. The high and low ratings are removed and the remaining ratings are averaged to come up with an average rating for each application. The applications are ranked in order from the highest rating to the lowest rating. The Design Committee recommendation to the Charlevoix Main Street DDA Board of Directors will be that funding be awarded to the projects in the order they are ranked until funding is exhausted. Projects must receive a minimum rating of 20 points to be eligible to receive funding.

Program Amendments

The details of the Charlevoix Main Street Façade Incentive Grant Program may be amended at any time during the fiscal year, subject to the formal approval of the Charlevoix Main Street DDA Board of Directors.

All decisions of Charlevoix Main Street Board of Directors are final. There is no appeal process in place therefore there will be no appeals accepted.

Indemnification

The Applicant hereby agrees to defend, indemnify and hold harmless to the fullest extent permitted by law the Charlevoix Main Street DDA Board, and any and all other employees, agents, directors, volunteers, successors in interest and/or representatives from any and all claims, liabilities, damages, personal injuries, requests for reimbursement or other such requests for payment arising out of or in connection with the project referenced in this Agreement. The parties agree that the Applicant's duty to defend and indemnify is intended to be interpreted in the broadest possible sense, except that the Applicant shall have no responsibility to defend or indemnify where the Charlevoix Main Street Board, or its employees, agents, directors, volunteers and/or representatives are found to be solely negligent.

Contact Information

For questions or to apply for the Façade Grant Incentive Program, contact the Charlevoix Main Street DDA Office.

Charlevoix Main Street DDA
210 State Street
Charlevoix, MI 49720
Phone: 231-547-3257
Email: lindseyd@charlevoixmi.gov

DDA/Main Street Board

210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Board Comments

TITLE: Closed Session pursuant to MCL 15.268 (e)

DATE: February 24, 2020

BACKGROUND:

I would request Charlevoix Main Street DDA enter a Closed Session for the purpose of discussing the negotiation of the lease with Lake Charlevoix Brewing Company and a request from City Attorney Scott Howard. This is a permitted Closed Session under MCL 15.268 (e) "To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body."

RECOMMENDATION:

Motion to enter Closed Session pursuant to MCL 15.268(e) for the discussion of the request from City Attorney Scott Howard.